OFFICE OF FINANCIAL MANAGEMENT

BUDGET AND ALLOTMENT SUPPORT SYSTEMS (BASS)

Budget Development System (BDS)

Enacted Budget Recast by Activity

Version 1.1 Final
May 2005

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ABOUT THIS TUTORIAL

DO NOT USE THIS TUTORIAL UNTIL YOU HAVE ANALYZED THE ENACTED BUDGET FOR IMPACTS TO ACTIVITIES AND DOLLARS.

This tutorial was developed to take budget staff through two options for recasting the Enacted Budget by activity using BDS. The sample budget developed in this tutorial is developed at the program level using the most basic features of BDS.

This tutorial can be used for individual practice, or developing the agency budget request. Actual values to be entered when using for practice are highlighted on each task. Each task is preceded by a brief explanation of the task and its importance in your budget development as well as general business rules. Specific business rules and recommendations for entering your budget are denoted with a 🕮 on the task. Appendix 1 contains a central listing of all these business rules.

Every effort is made to ensure that the BDS tutorial and OFM Allotment Instructions agree in every way. In the case there is a discrepancy, the Allotment Instructions take precedence. Please complete the Tutorial Evaluation at the back of the tutorial to report any discrepancies found.

Not every feature of BDS will be covered in the training. The BDS Complete System Manual is available to users. That document explains every function of BDS screen by screen and is all-inclusive. It will be made available to those who would like a copy at training sessions or is available on-line in the BASS Library under the BDS reference desk (http://systems.ofm.wa.gov/basspr/library/bds.html or https://fortress.wa.gov/ofm/systems/basspr/library/bds.html) for Fortress users. Full documentation on all BASS products is available in the BASS Virtual Library available on-line at http://systems.ofm.wa.gov/basspr/library/ or https://fortress.wa.gov/ofm/systems/basspr/library/default/ for Fortress users. The library may also be accessed by the help links available in the BASS applications.

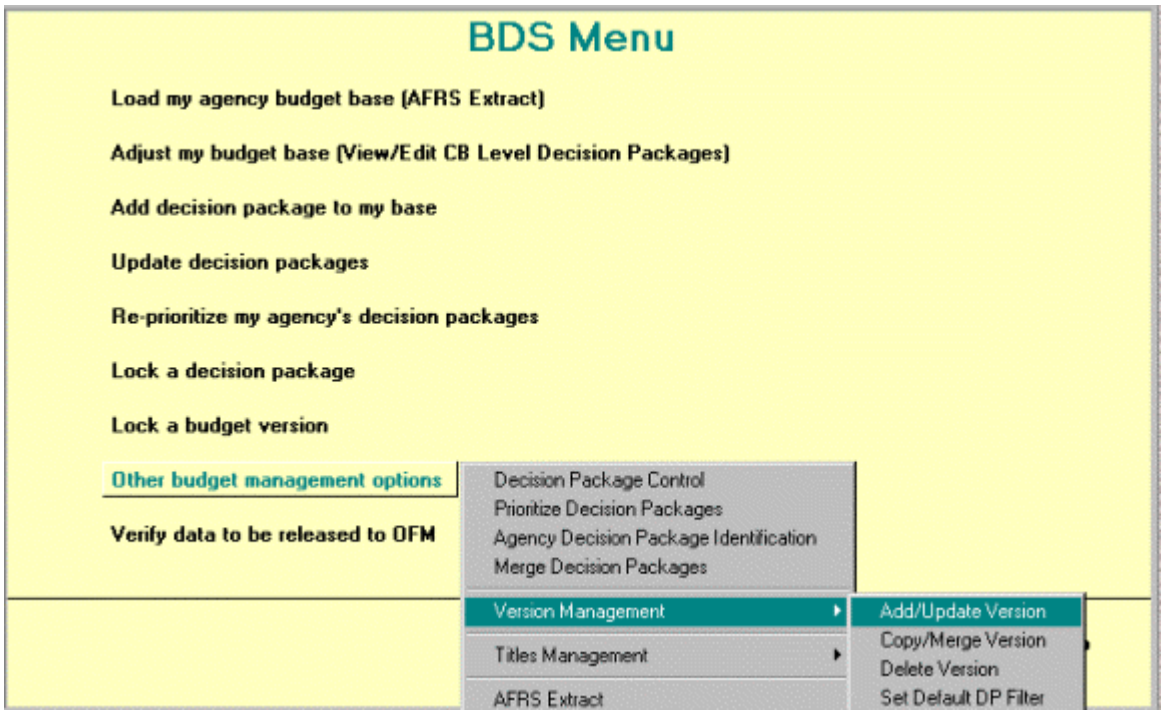
OPTION 1 – RECAST YOUR BUDGET BY DECISION PACKAGE

Option 1, Task 1 – Create your Enacted Budget Version

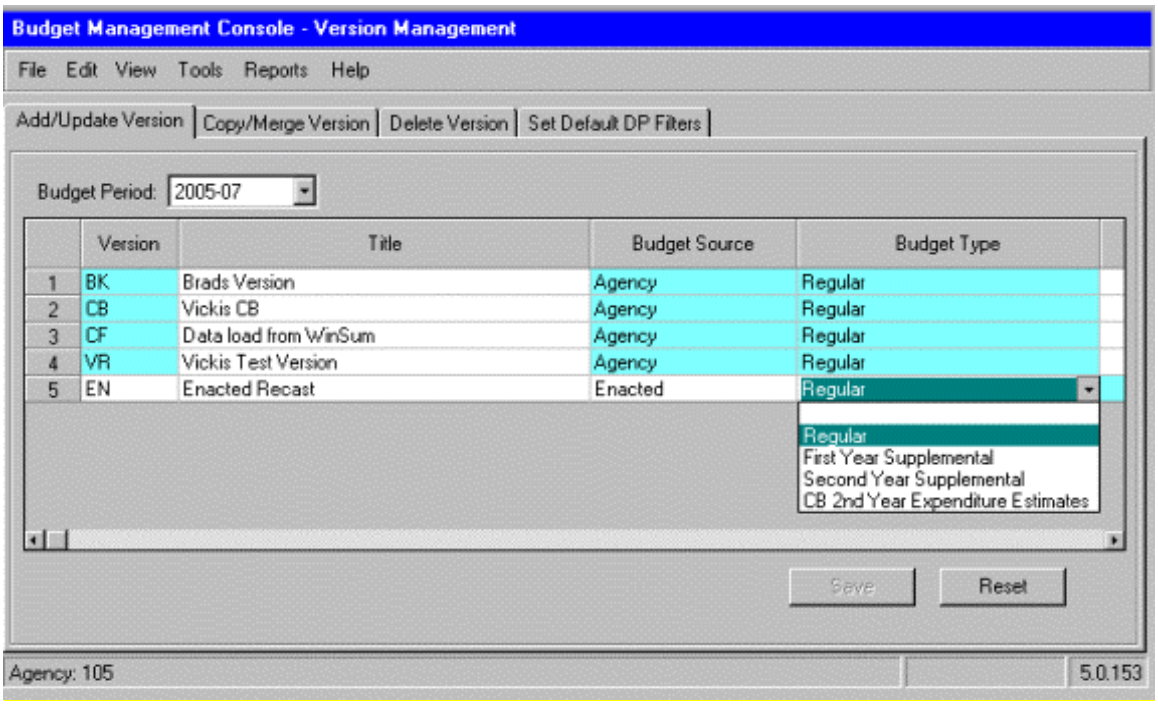
Prior to entering the enacted budget into BDS, a new version will need to be established. A version contains a group of related decision packages, much like a Windows directory or folder. In this case the relation is all the decision packages that comprise of the agency biennial enacted budget. This step will take the user through entering the new version.

1. Open Internet Explorer and enter the login address http://systems.ofm.wa.gov/basspr/login/login.asp (or https://fortress.wa.gov/ofm/systems/basspr/login/login.asp for Fortress users) in the address bar of the browser.
2. Use your login ID and password to log in to BASS. *If you do not have a login ID and password, a security form is included in the back of the tutorial. Follow the instructions on the form.*
3. Select the calculator icon for **Budget Development System (BDS)**.

4. From the BDS Menu select **Other Budget Management Options / Version Management / Add/Update Version**.



5. Select the appropriate **Budget Period** using the dropdown list box. 2005-07



6. In the last row of the **Version** column enter any two-digit code (numbers and/or letters in any order) to distinguish this version then hit the **Tab** key. 🕮 *Note: Your version code entered here is independent of any previous version codes in prior BDS budget periods, BPS2 indicators, or published budgets available in the BASS Version Reporting System. This code is your own.* <Your initials>

7. Assign a title to your version and hit the **Tab** key. The title may be anything that helps you distinguish what this group of related decision packages represents. <Your Name> Practice

8. Select **Enacted** from the list of **Budget Sources** available in the dropdown list.

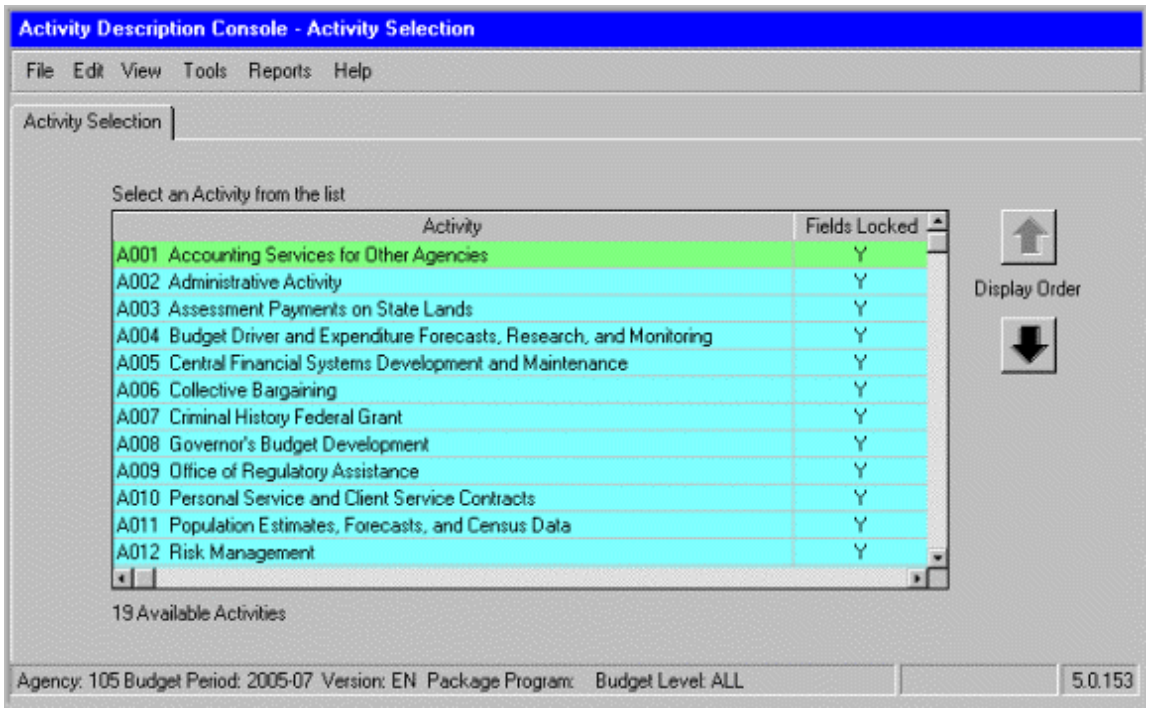
9. Select **Regular** from the list of **Budget Types** available in the dropdown list box and hit the **Tab** key. You should now see the version you just added in blue font in the appropriate spot of the version list (use the vertical scroll bar to scroll if not visible on the screen). It will be sorted into the existing list based on the two-digit version code.

10. Hit the **Save** button to save the version.

Option 1, Task 2 – Review and Edit Agency Activities

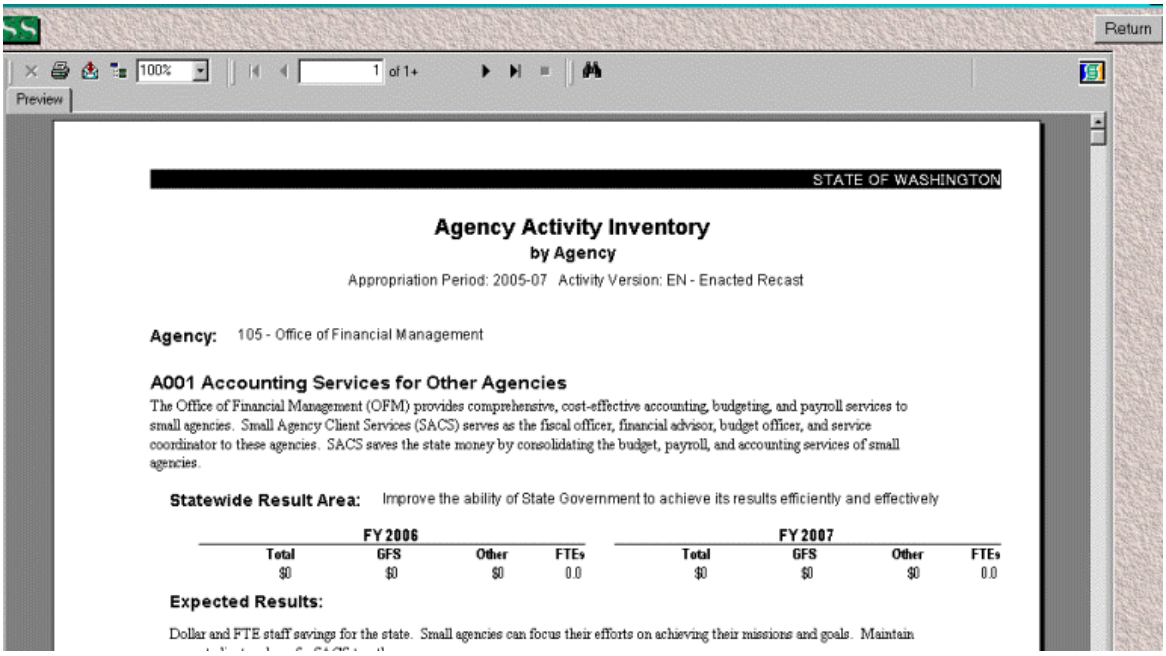
BDS copied all activities considered to be the "official" activities as of the last Governor's budget into BDS when you added the version in the previous step. This will be the starting point for organizing and describing your activities to reflect the enacted budget. This may require adding activities for new funding or deleting activities that have lost funding or are being consolidated into other activities.

1. Select **Tools / Agency Activity Description** from the BDS menu bar.

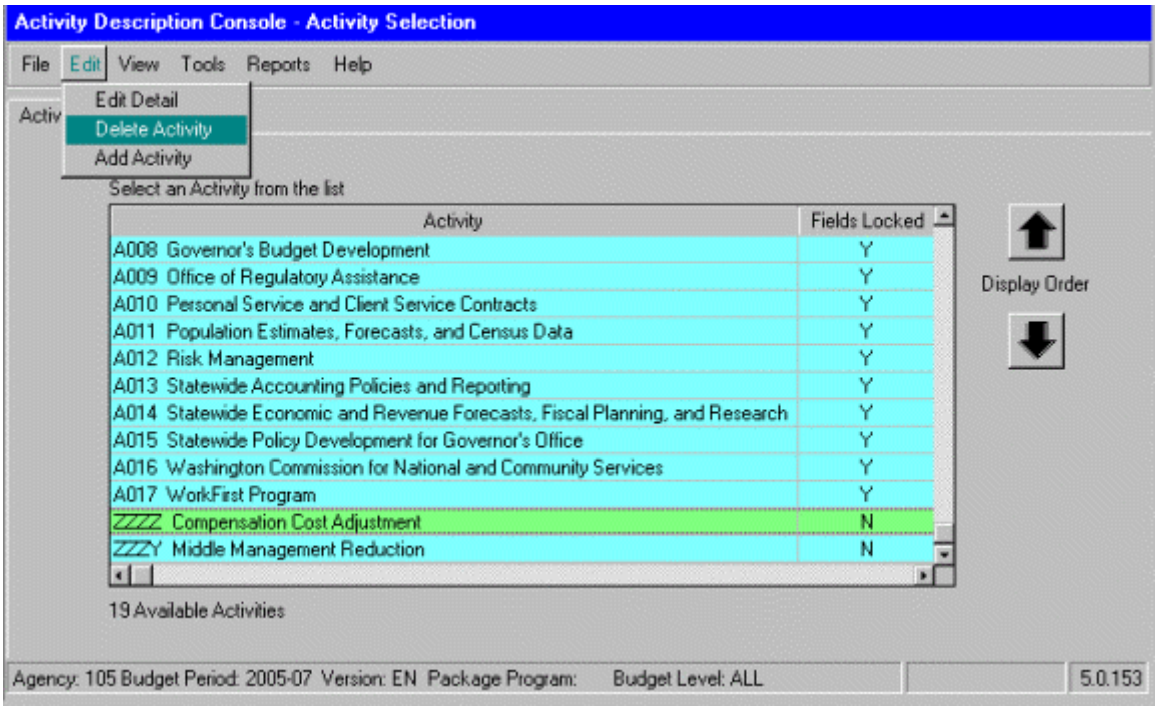


2. Select **Reports / OFM Reports / Agency Activity Inventory** from the BDS menu bar to run the Activity Inventory report for reviewing the "official" activities.

3. Select **No** when asked if "Do you want this formatted for Word?"

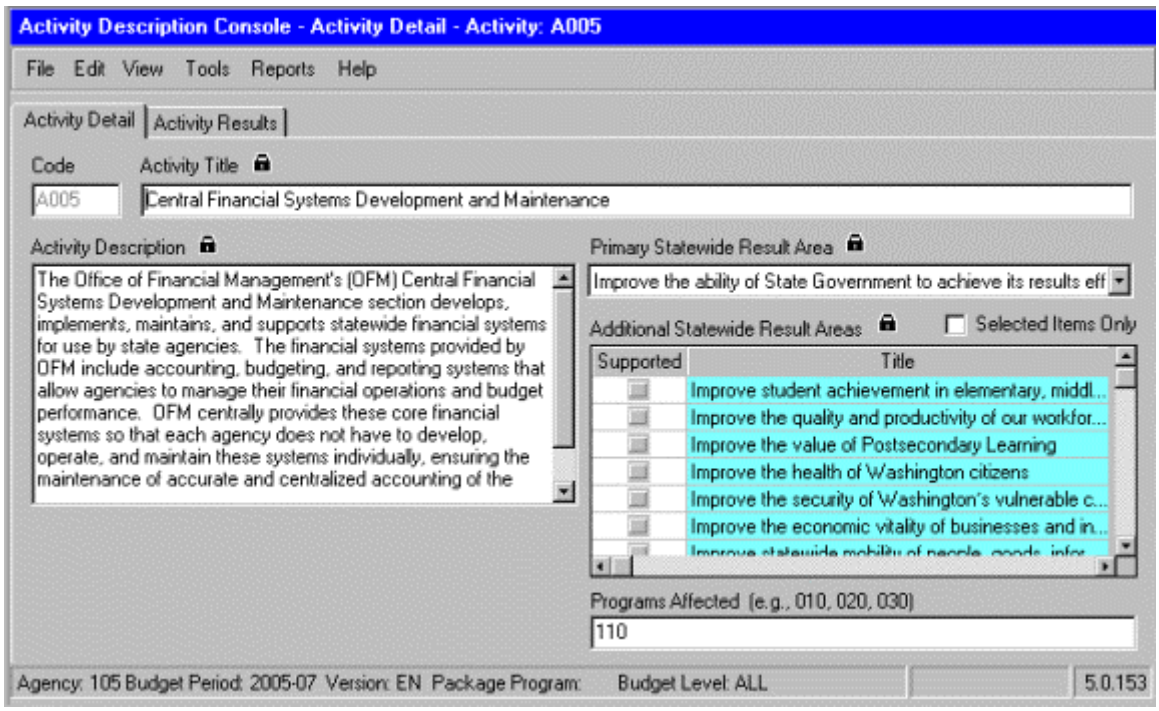


4. Click the printer icon to print the report.
5. Review the report to determine changes that need to be made to titles, descriptions, expected results and performance measures.
6. Note activities that should be deleted because of a lack of funding or consolidation with another activity.
7. Note that these fields may be locked in the "official" version meaning you will not be able to update the locked field(s) or delete the activity. In this case you will need to contact your OFM analyst to request the fields be unlocked so that you can make needed changes.
8. Click to select an activity that is to be deleted and is unlocked.
9. If you need to delete an activity, select **Edit / Delete Activity** from the BDS menu bar.



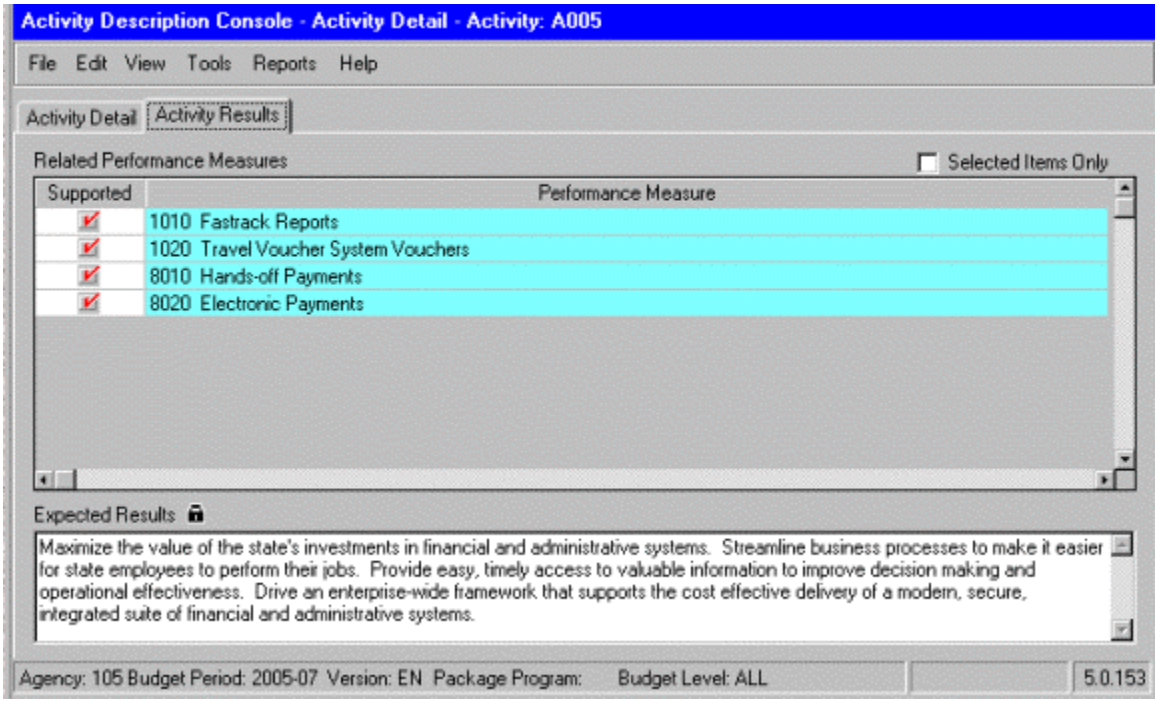
10. Select **File / Save Changes** to permanently delete the activity.

11. Double click to open an activity requiring edits.



12. Make changes to the title, description, statewide results areas, and program as necessary. 🕮 *Note: The field must be unlocked for you to make changes. Contact your OFM Analyst to request unlocking.*

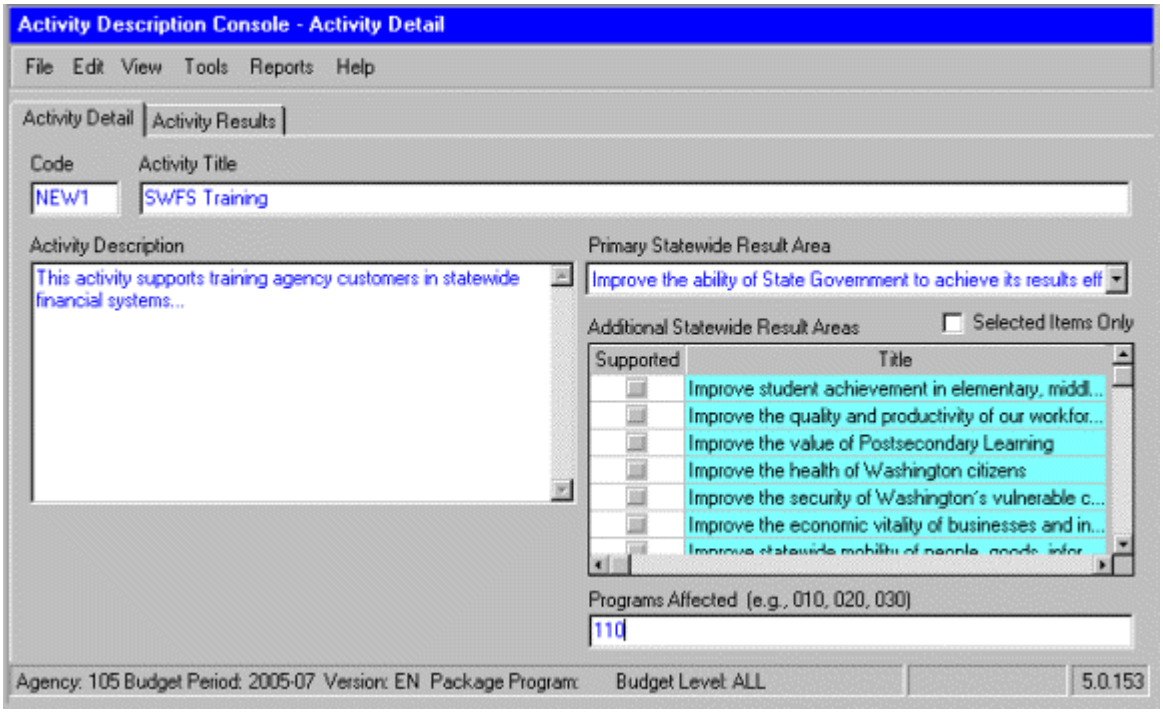
13. Click on the Activity Results tab to view expected results and performance measures.



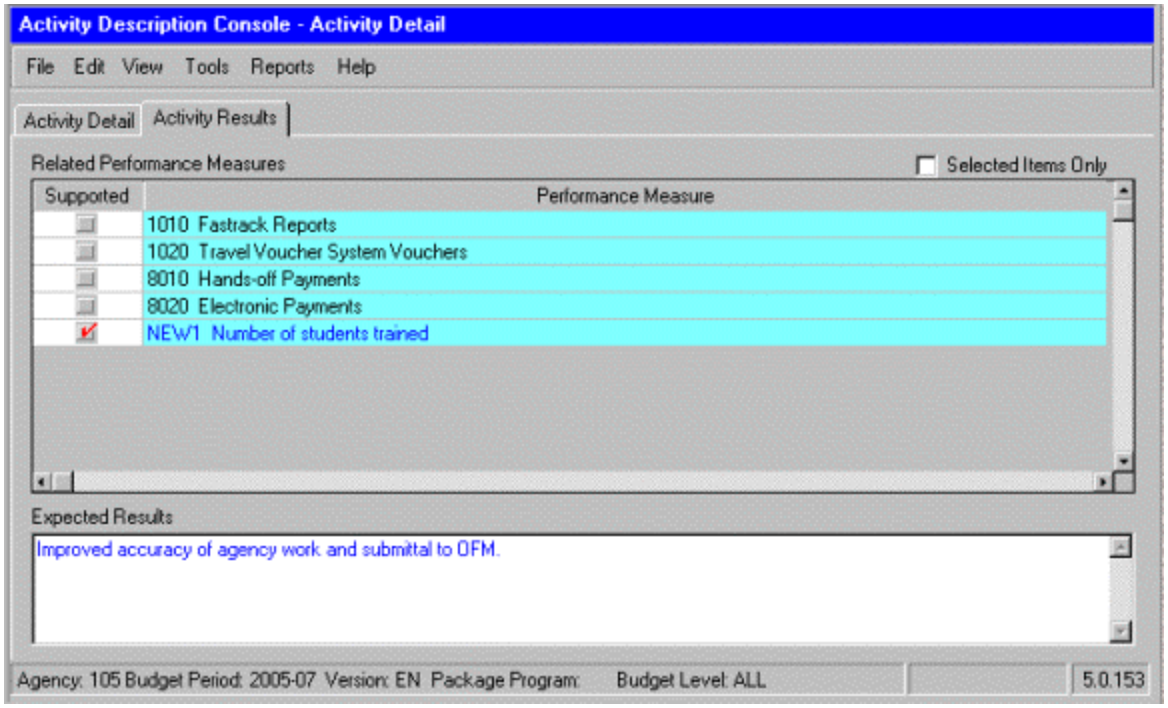
14. Check or uncheck performance measures as needed to support the activity. 🕮 *Note: Editing performance measures, including adding and deleting, is thoroughly described in the Performance Measure Tracking tutorial. Changes to performance measure descriptions are*

not recommended until the new Performance Measure Tracking (PMT) system is implemented in early July 2005.

15. Update the **Expected Results** narrative as necessary to reflect the activity as funded. 🕮 *Note: Either Supported performance measures, an Expected Results description, or both are required.*
16. Select **File / Save Changes** to save changes to the Activity.
17. Select **View / Activity Selection** to return to the list of activities.
18. If you need to add an activity, select **Edit / Add Activity**.



19. Enter the Activity code, title, description, statewide result area, and program reference.
20. Select **File / Save Changes**.
21. Select the **Activity Results** tab.

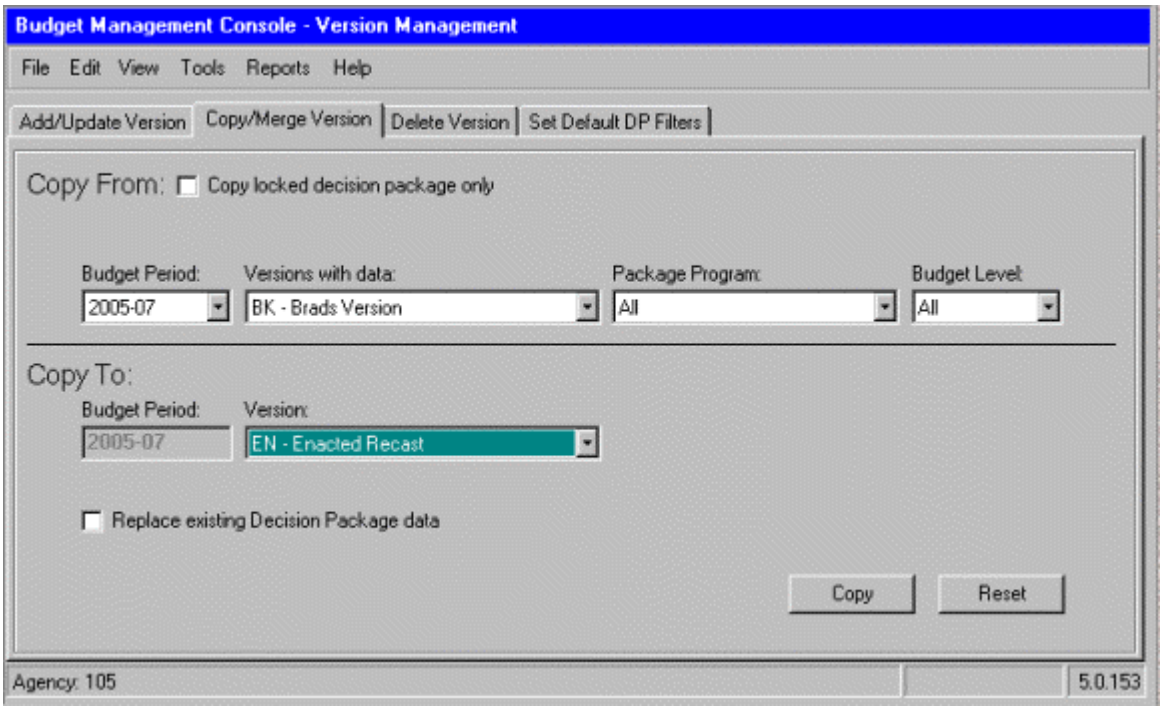


22. Click to check performance measures that relate to this activity.
23. Enter the **Expected Results** narrative to reflect the activity as funded. 🕮 *Note: Either Supported performance measures, an Expected Results description, or both are required.*
24. Repeat this task for each new, deleted, or updated activity for your agency.
25. Select **Reports / OFM Reports / Agency Activity Inventory** from the BDS menu bar to run the Activity Inventory report for reviewing the "official" activities.
26. Select **No** when asked if "Do you want this formatted for Word?"
27. Print the report and click the **Close** button to return to BDS.
28. Review the resulting report to ensure the activities read as you intend and accurately describe the activities of your agency.

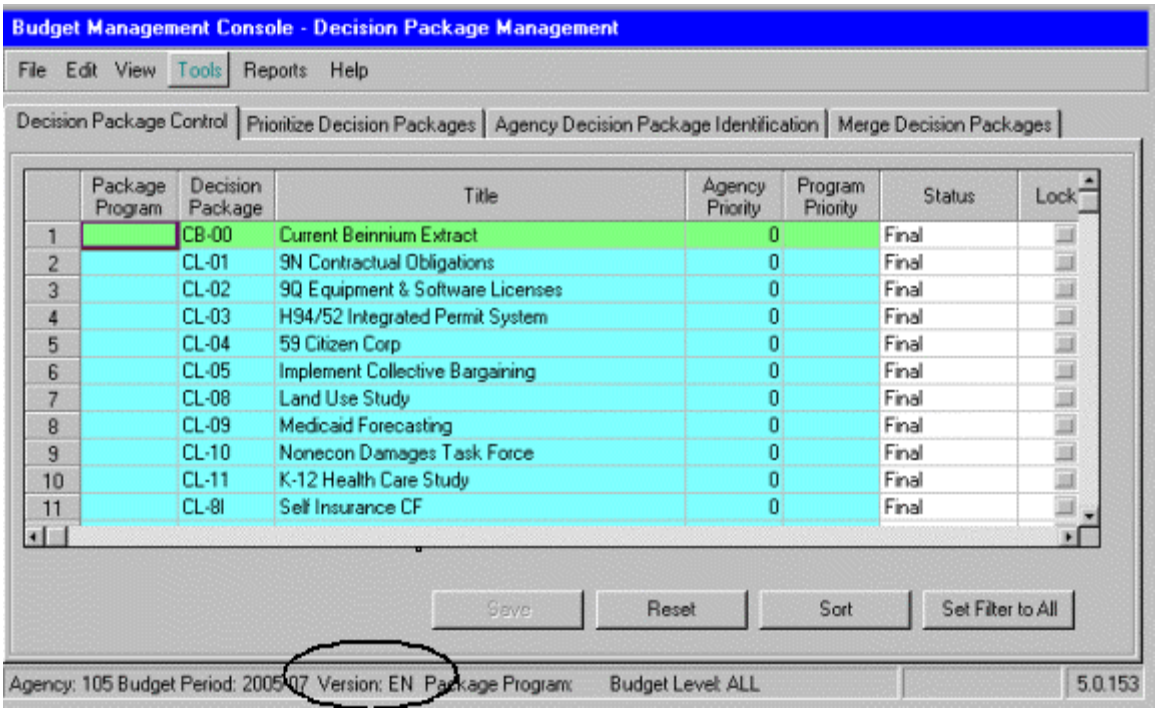
Option 1, Task 3 – Copy Latest Budget Version and Edit

Option 1 is a method to recast by decision package. The version with the agency request that was released last year should be a good starting point. From here you will edit the version to match the budget as enacted.

1. Select **Tools / Version Management** from the BDS menu bar.
2. Select the **Copy/Merge Version** tab.

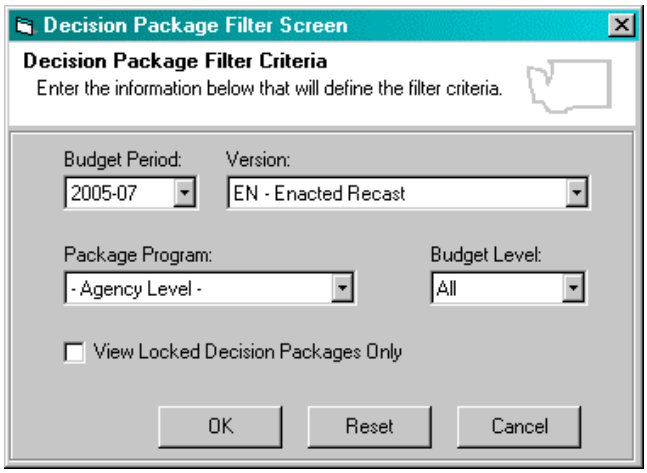


3. Select the appropriate **Budget Period** and **Version** (the most up-to-date version, most likely your agency submittal version) in the **Copy From** section.
4. Leave the **Package Program** and **Budget Level** as **All**.
5. Change the **Copy To** version to the enacted version entered in task 1.
6. Click the **Copy** button and **Yes** to confirm settings and **OK** when completed.
7. Select **Tools / Decision Package Management**.



8. Verify in that you are in the Enacted Recast version by checking the status bar at the bottom of the screen.

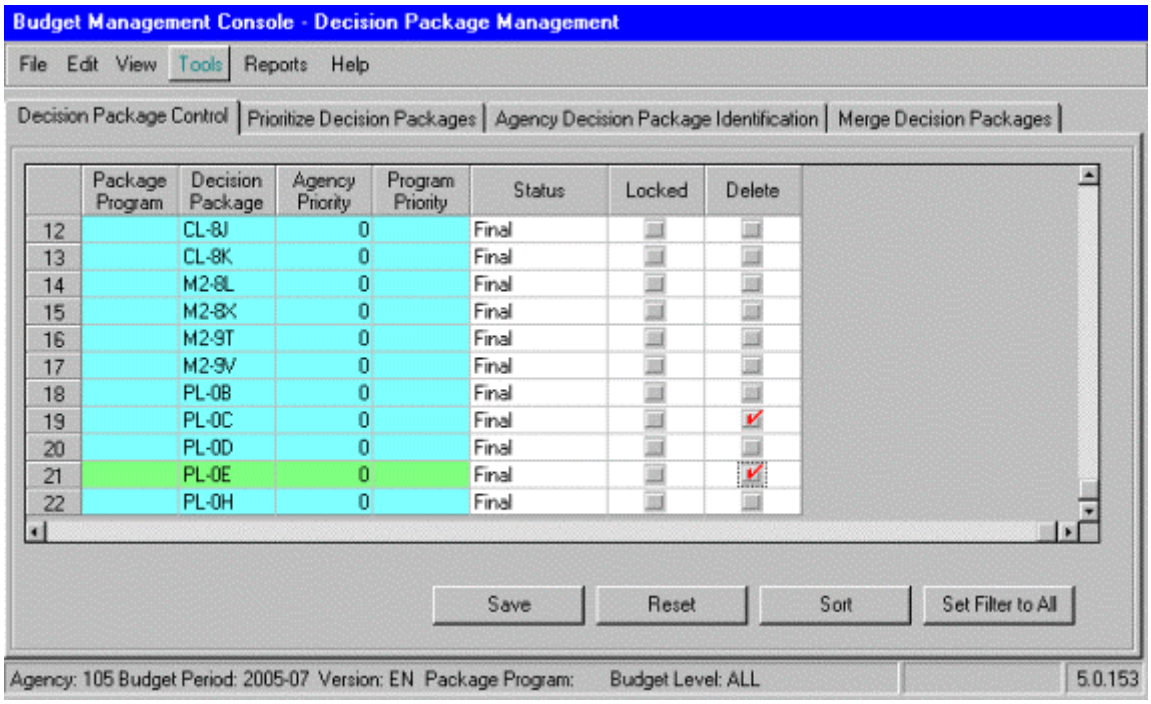
9. If not the correct version select **File / Change Version/DP Filter**.



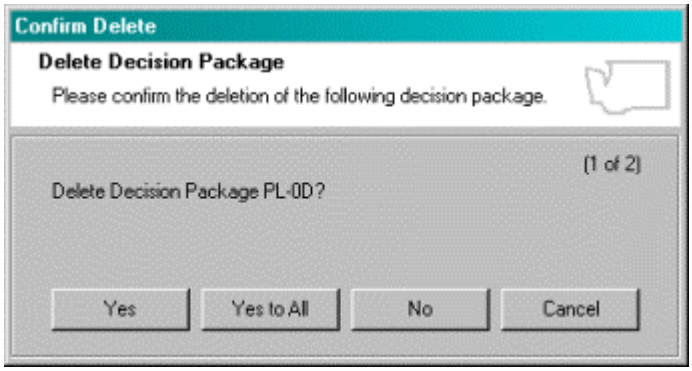
10. Update the filter selections to reflect the Enacted Recast version and click **OK**.

Delete decision packages

11. Click the box to check in the **Delete** column for each decision package that was not funded at all in the enacted budget.



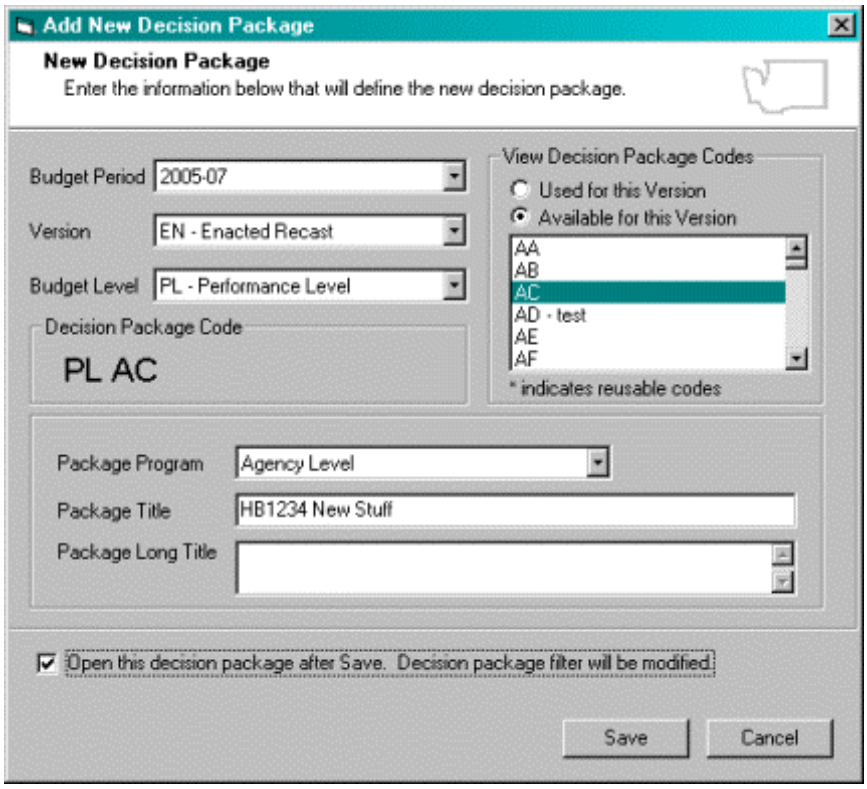
12. Click **Save** to initiate the delete.



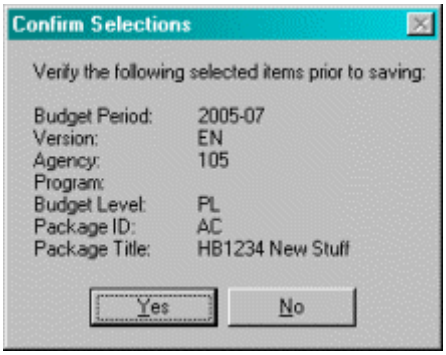
13. Select **Yes to All** on the Confirm Delete box to delete all decision packages. Alternatively, you may opt to select Yes and have each decision package presented to you individually.

Add decision packages

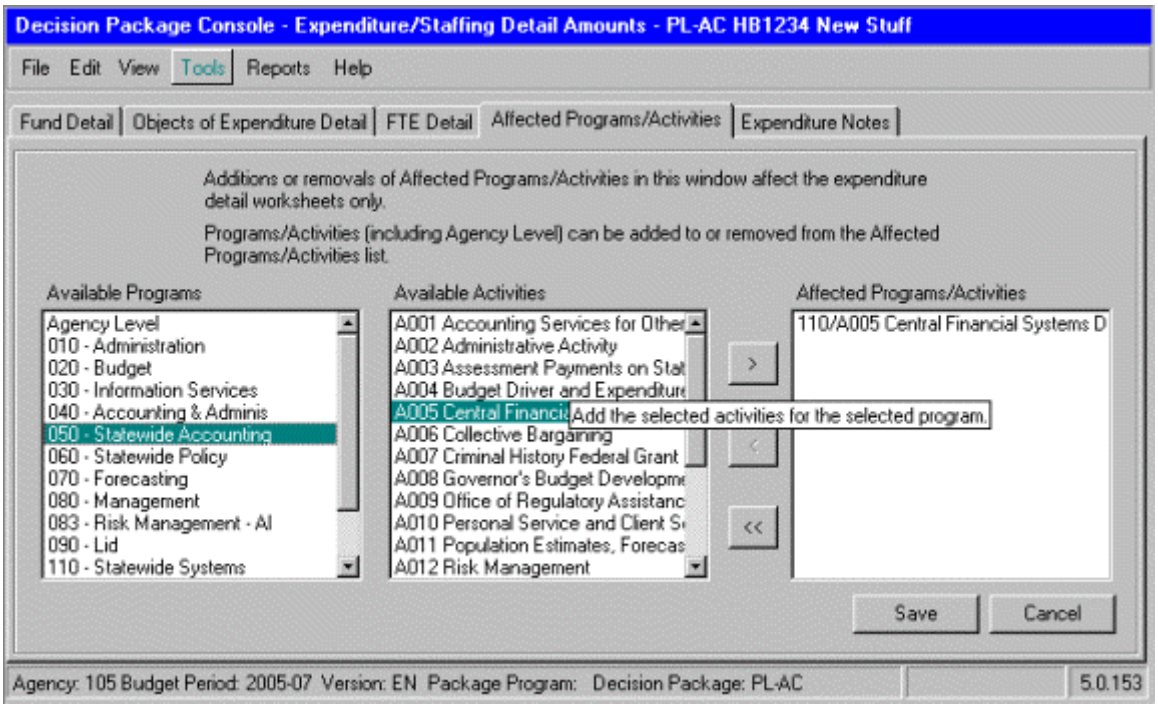
14. Select **File / Add a decision package** from the BDS menu bar to add a decision package added to your budget either by the governor or through the legislative process.



15. Select the appropriate **Budget Level** and **Decision Package Code** for the decision package.
16. Keep the **Package Program** as **Agency Level**. 🕮 *Note: There is an option to add a decision package as several separate decision packages by program. See the BDS Advanced Tutorial in BDS help for more information on using package program for this purpose.*
17. Enter the **Package Title**, click the **Open after Save** check box, then click **Save** to save the decision package.



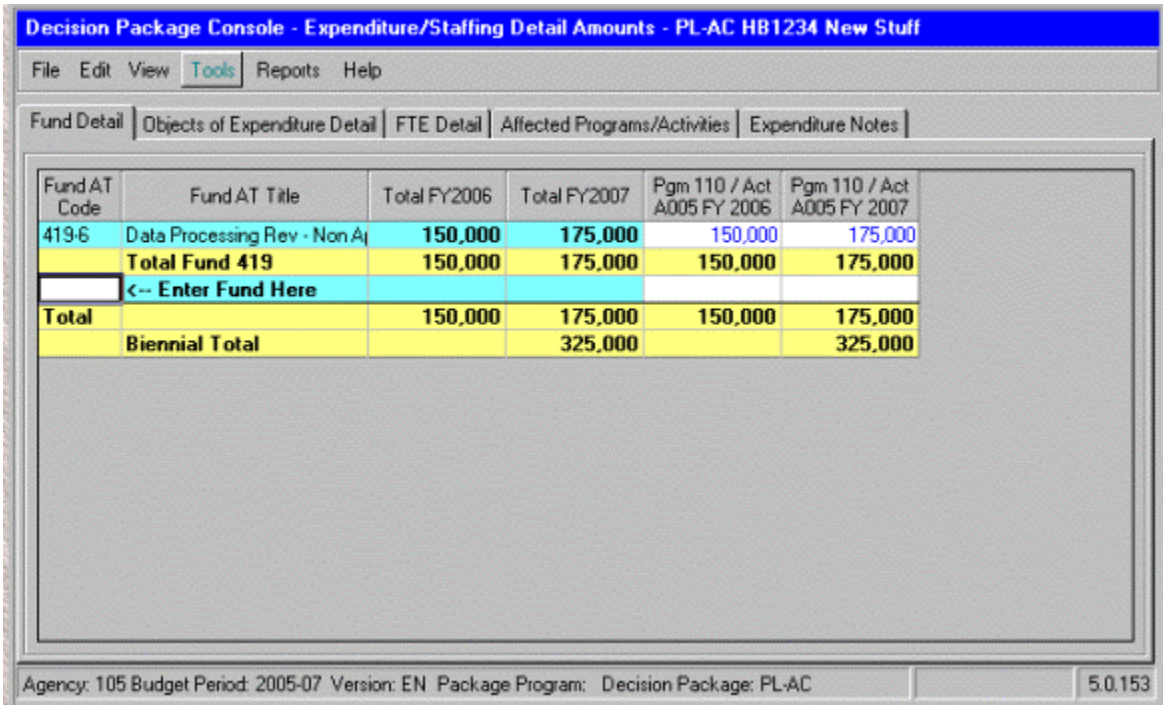
18. Click **Yes** after confirming the selections.
19. Select **Edit / Expenditure Detail Amounts o**nce the decision package opens to the **Narrative** screen. 🕮 *Note: Narrative is not required for the Enacted Budget Recast nor will it be sent to OFM. Agencies may choose to enter text such as the Recommendation Summary text for their own electronic record.*
20. Select the **Affected Programs/Activities** tab.



21. Select the appropriate **Activity** and **Program** combination(s) for entering the decision package funding, click the > to move to **Affected Programs/Activities**. 🕮 *Note: Program level detail is not required for the Enacted Recast when the agency is not appropriated by program. However, **we strongly recommend** that you recast by program since this recast will likely become the base of the next biennium budget request. Having a base by program and activity will make budget development easier given the submittal requirement of the Programs by Budget Level report.*

22. Double click the **Agency Level** from the **Affected Programs/Activities** to remove and click **Save**.

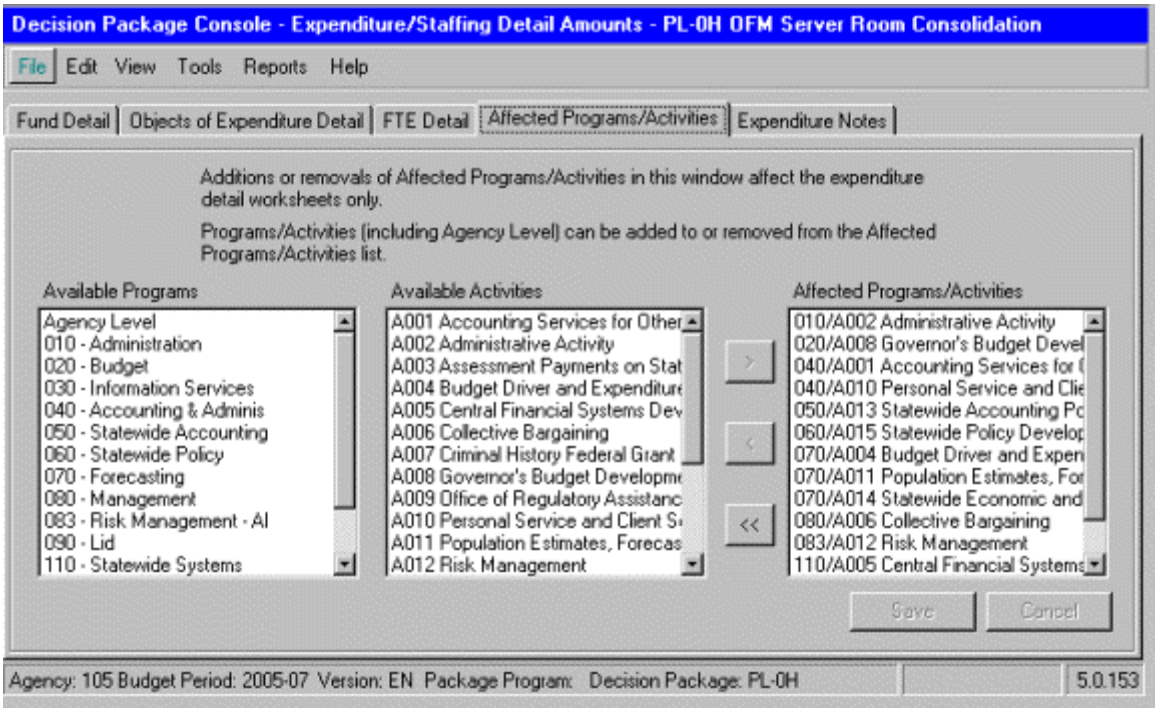
23. Return to the **Fund Detail** tab.



24. Enter fund(s) for the decision package to the left of ← **Enter Fund Here** and hit tab to add the row.
25. Click on the row for fund 996-Z and select **Edit / Delete Worksheet Row** to remove this row.
26. Enter the dollar amounts funded for each fund, program/activity combination, and year. 🕮 *Note: The amounts by year are only required to match OFM by year when the fund is appropriated by year. If not appropriated by year then the total of both years is required to match the biennial appropriation. Keep in mind this will version will roll into your base budget in the next budget development cycle when entering your estimates.*
27. Select the **FTE Detail** tab. 🕮 *Note: Objects are not required for the Enacted Recast. Agencies may opt to include object information in light of the fact that this version can be rolled as the base for the next budget development cycle.*
28. Enter fund(s) for the decision package to the left of ← **Enter Fund Here** and hit tab to add the row.
29. Click on the row for fund 996-Z and select **Edit / Delete Worksheet Row** to remove this row.
30. Enter the FTE amounts funded for each fund, program/activity combination, and year. 🕮 *Note: The amounts by year are only required to match OFM by year when the fund is appropriated by year. If not appropriated by year then the total of both years is required to match the biennial appropriation. Keep in mind this version will roll into your base budget in the next budget development cycle when entering your estimates.*
31. Select **File / Save Current Tab Set** when all estimates have been entered.
32. Repeat steps 14 to 31 for additional decision packages added.

Update decision packages funded at a different level

33. Select **View / List Decision Packages by ID** from the BDS menu bar.
34. Click once to highlight a decision package that was funded at a level different than your originating version.
35. Select **Edit / Expenditure Detail Amounts** from the BDS menu bar.
36. Go to the **Affected Programs/Activities** tab.

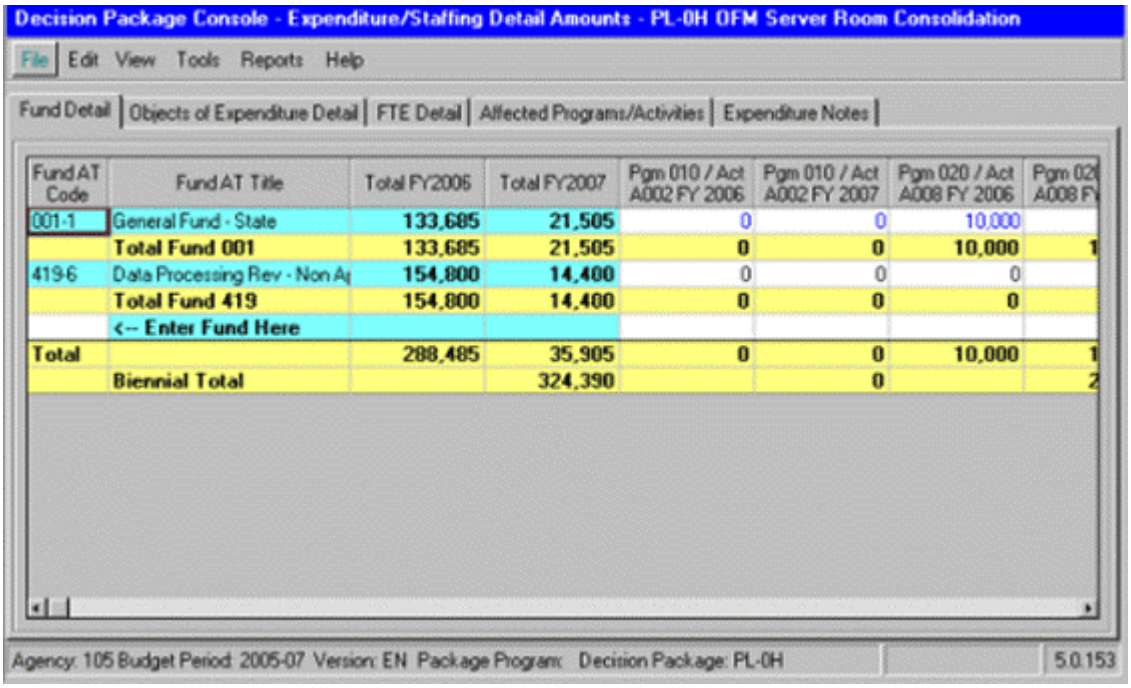


37. Review the selected programs and activities to determine if additional combinations need to be added.

38. If needed, select the appropriate **Activity** and **Program** combination(s) for entering the decision package funding, click the > to move to **Affected Programs/Activities**. 🕮 *Note: Program level detail is not required for the Enacted Recast when the agency is not appropriated by program. However, **we strongly recommend** that you recast by program since this recast will likely become the base of the next biennium budget request. Having a base by program and activity will make budget development easier given the submittal requirement of the Programs by Budget Level report.*

39. Click **Save**.

40. Return to the **Fund Detail** tab.

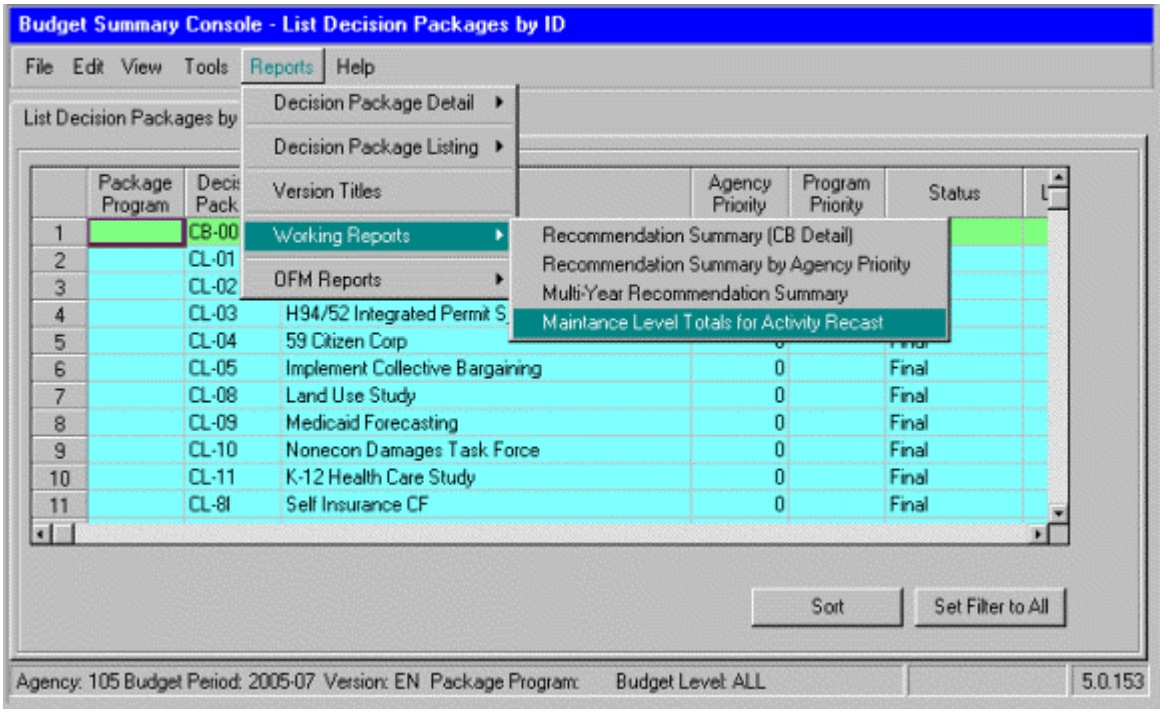


41. Update estimates to reflect the decision package's funded level.
42. Go to the **FTE Detail** tab to update the FTE levels.
43. Select **File / Save Current Tab Set** to save changes.
44. Repeat steps 33 to 43 until all decision packages match the funded level.

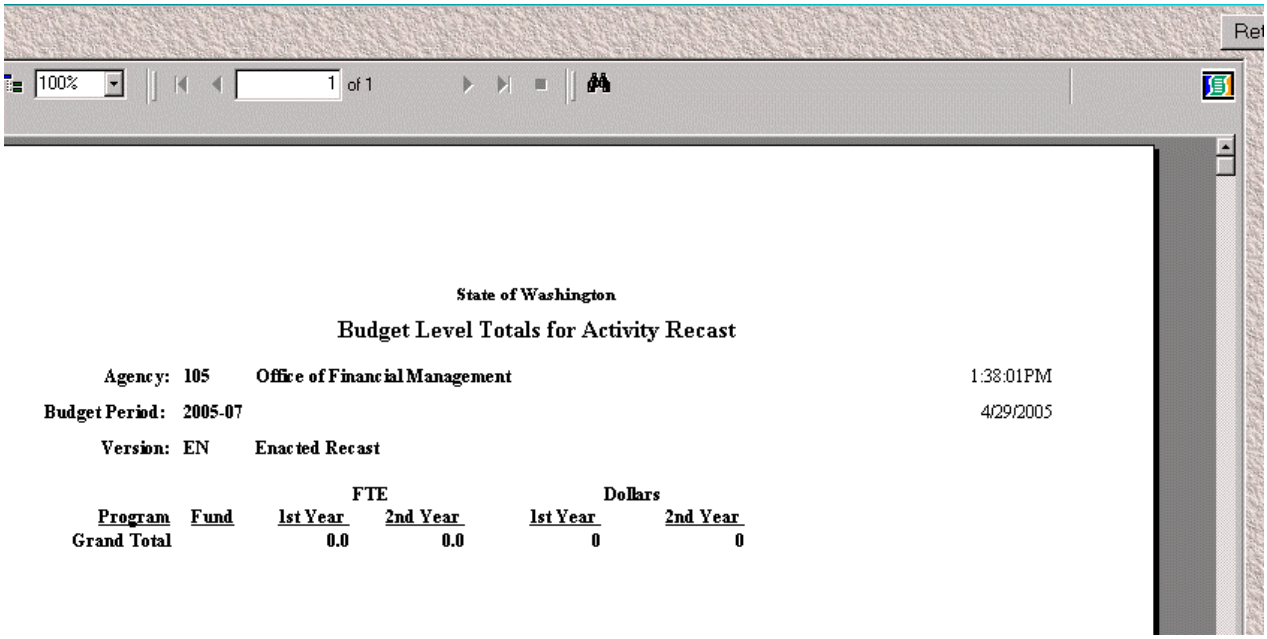
Option 1, Task 4 – Verify Enacted Version

Now that your decision packages by activity reflect the Enacted Budget you will want to verify that this is true and run a pre-release edit report to see if BDS finds any errors in the version.

1. Select **Reports / Working Reports / Maintenance Level Totals for Activity Recast** from the BDS menu bar. 🕮 *Note: Although the menu bar option reads that the report is for Maintenance Level, the actual report is looking at all dollars and FTEs through Performance Level.*



2. Verify that the report indicates no balances. 🕮 *Note: A zero balance indicates that the all dollars and FTEs are allocated to activities.*



State of Washington

Budget Level Totals for Activity Recast

Agency: 105 Office of Financial Management 1:38:01PM

Budget Period: 2005-07 4/29/2005

Version: EN Enacted Recast

		FTE		Dollars	
Program	Fund	1st Year	2nd Year	1st Year	2nd Year
Grand Total		0.0	0.0	0	0

3. If there are dollars or FTEs in the report you will be required to adjust the version until all dollars and FTEs are allocated to activities. You know this to be true when the report lists all zeros.

4. Click the **printer** icon to print a copy of the report if the report is not all zero. You have two options for correcting the activity totals.

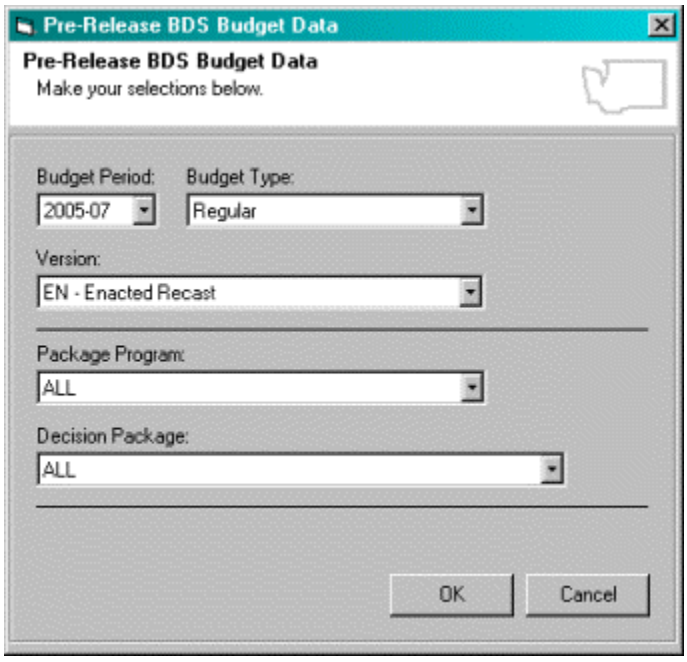
    a. Verify the columns in each decision package have an Activity identified. When you find a column that does not meet this condition you will need to add a new column with activity using the **Affected Program/Activities** tab, reenter the amounts into the activity column and delete the original column.

    b. Follow the steps in **Option 2, Task 3 – Create your bottom line recast** to plug the differences into decision package PL-9Z.

5. Click **Close** to close the report and return to BDS.

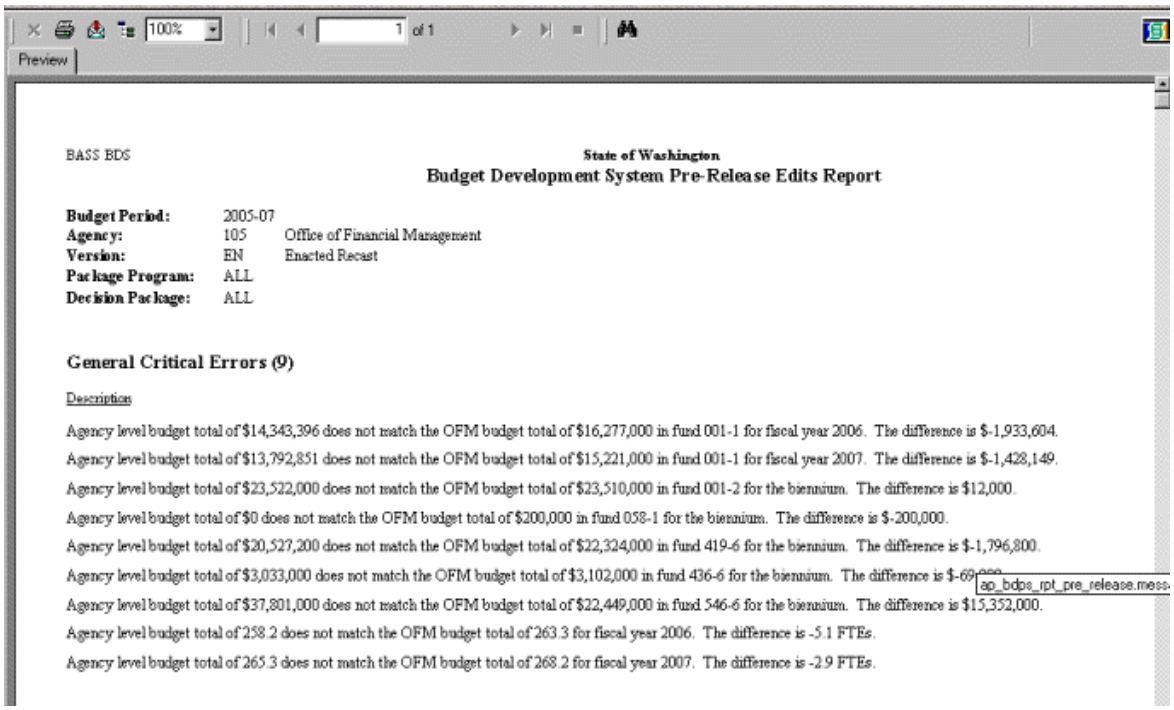
6. Select **File / Exit to BDS Menu** from the BDS menu bar.

7. Select **Verify Data to be Released to OFM / BDS Budget Data** from the BDS menu.



8. Select the appropriate **Budget Period**, **Budget Type**, and **Version** for the **Enacted Recast** and click **OK** to run. 🕮 *Note: You cannot limit to a particular package program or decision package when the* ***Budget Source*** *of the version is* ***Enacted Recast****.*

9. Review the report for critical errors and warnings and click **Close** when completed. A complete listing of errors is available in **Appendix 1 – Pre-Release Edits**.



The most common critical error will be that the version does not match control totals. The control totals are compared to the Enacted Budget, as it exists in WinSum. You can view these totals for yourself using BASS' Version Reporting System (VRS) by running a Fund and FTE Detail by Fiscal Year on the version for the biennium that is titled "Enacted Budget". Contact your budget analyst if you have questions or concerns regarding the control totals.

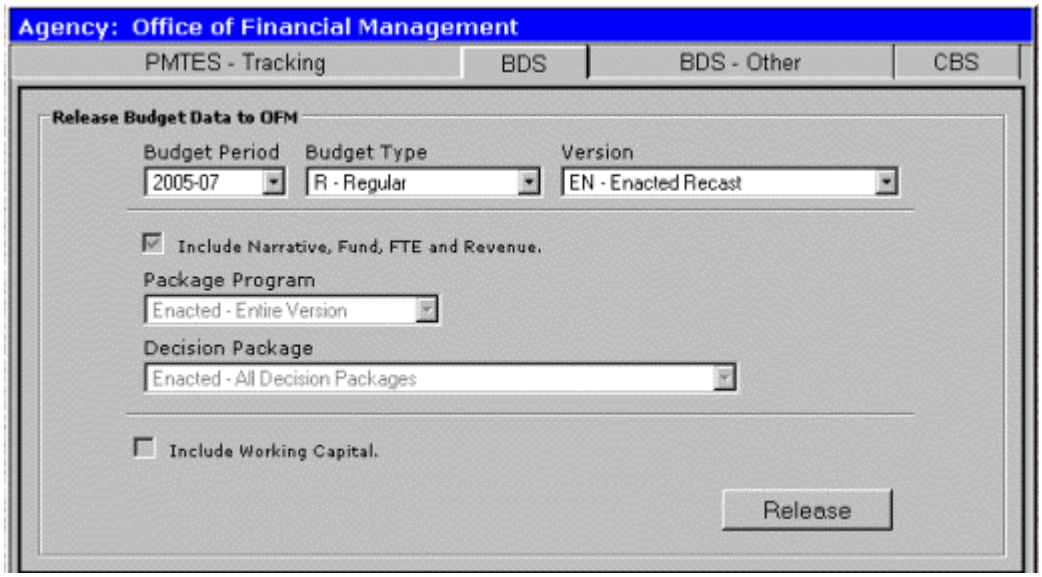
10. Make corrections as necessary to resolve all critical errors.
11. Review each warning error to determine if further action should be taken.
12. Re-run the Pre-Release Edit report to verify corrections.

Option 1, Task 5 – Release Version

Once you pass all pre-release edits you are ready to submit your version to OFM. You must have security to release BDS data to complete this step.

1. Select **Exit to BASS Main Menu** from the BDS menu.
2. Click on the icon for **Release Data to OFM** on the BASS main menu. 🕮 *Note: You do not have the security to release data to OFM if you do not have this option on the main menu.*

3. Select the **BDS** tab.



4. Select the **Budget Period**, **Budget Type**, and **Version for release**. 🕮 *Note: You will not be able to select a specific package program, decision package, or working capital when releasing an Enacted Recast version.*
5. Click the **Release** button.
6. You should receive a message that the data has been released.
7. Exit and Logoff BASS.

Congratulations, you are done!

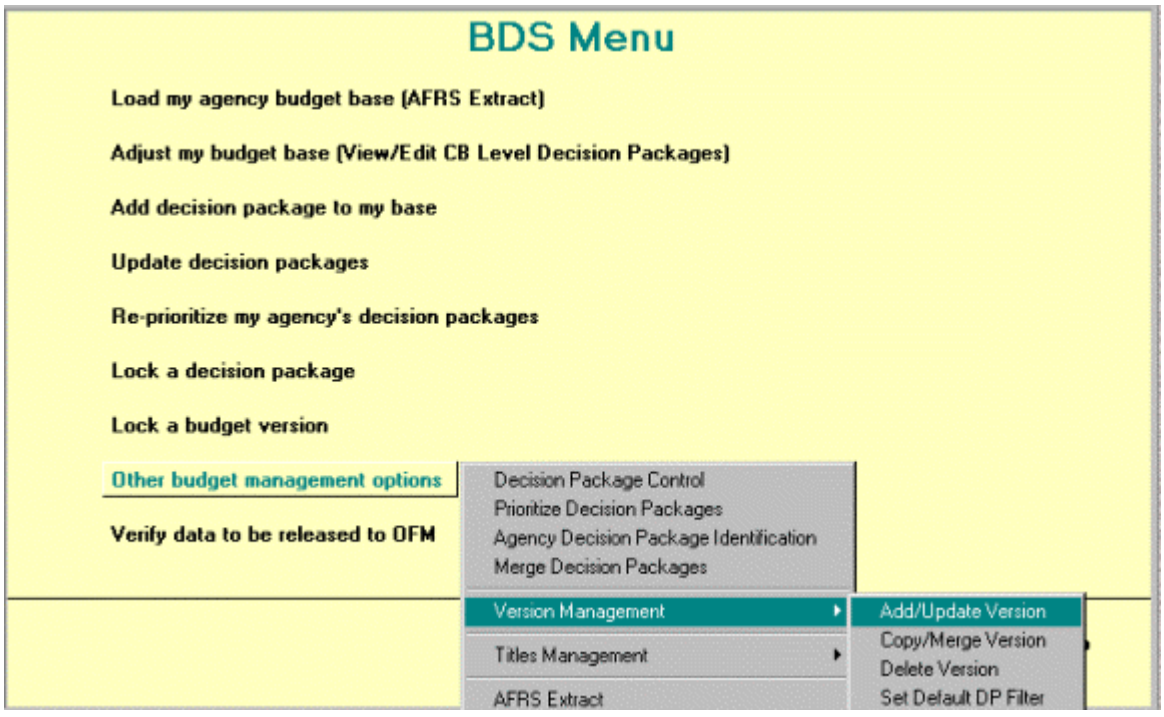
OPTION 2 – RECAST BY ACCOUNT AND ACTIVITY AT THE BOTTOM LINE

Option 2, Task 1 – Create your Enacted Budget Version

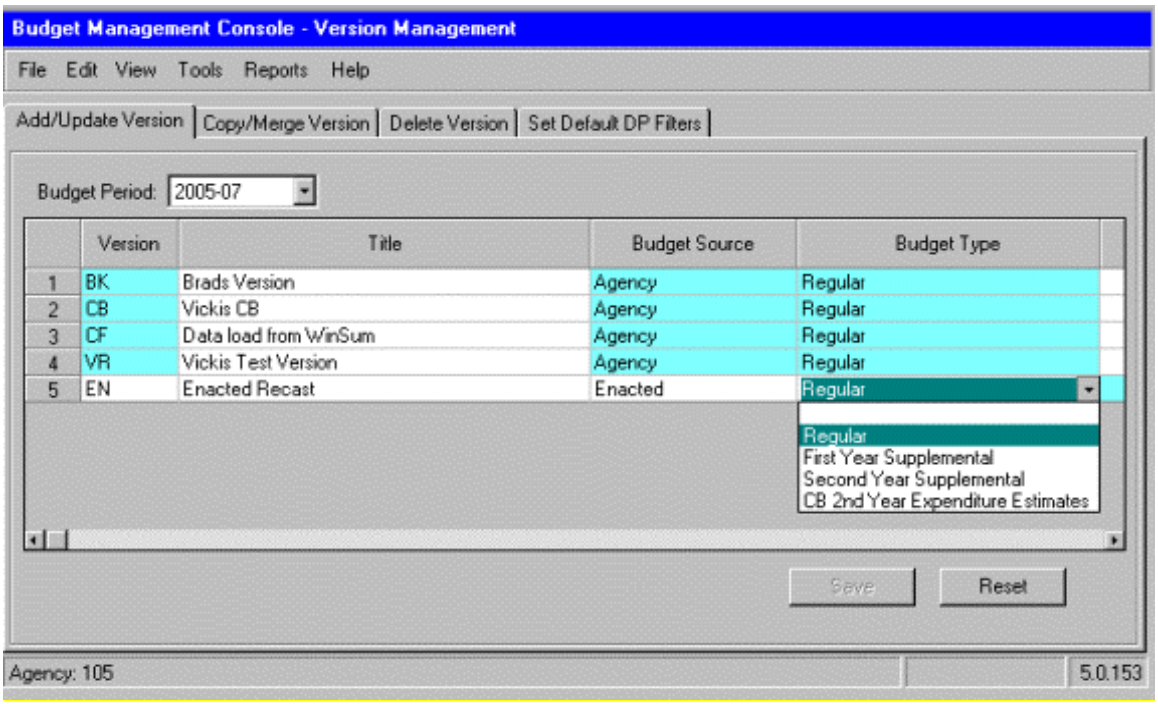
Prior to entering the enacted budget into BDS, a new version will need to be established. A version contains a group of related decision packages, much like a Windows directory or folder. In this case the relation is all the decision packages that comprise the agency biennial enacted budget. This step will take the user through entering the new version.

1. Open Internet Explorer and enter the login address http://systems.ofm.wa.gov/basspr/login/login.asp (or https://fortress.wa.gov/ofm/systems/basspr/login/login.asp for Fortress users) in the address bar of the browser.
2. Use your login ID and password to log in to BASS. *If you do not have a login ID and password, a security form is included in the back of the tutorial. Follow the instructions on the form.*
3. Select the calculator icon for **Budget Development System (BDS)**.

4. From the BDS Menu select **Other Budget Management Options / Version Management / Add/Update Version**.



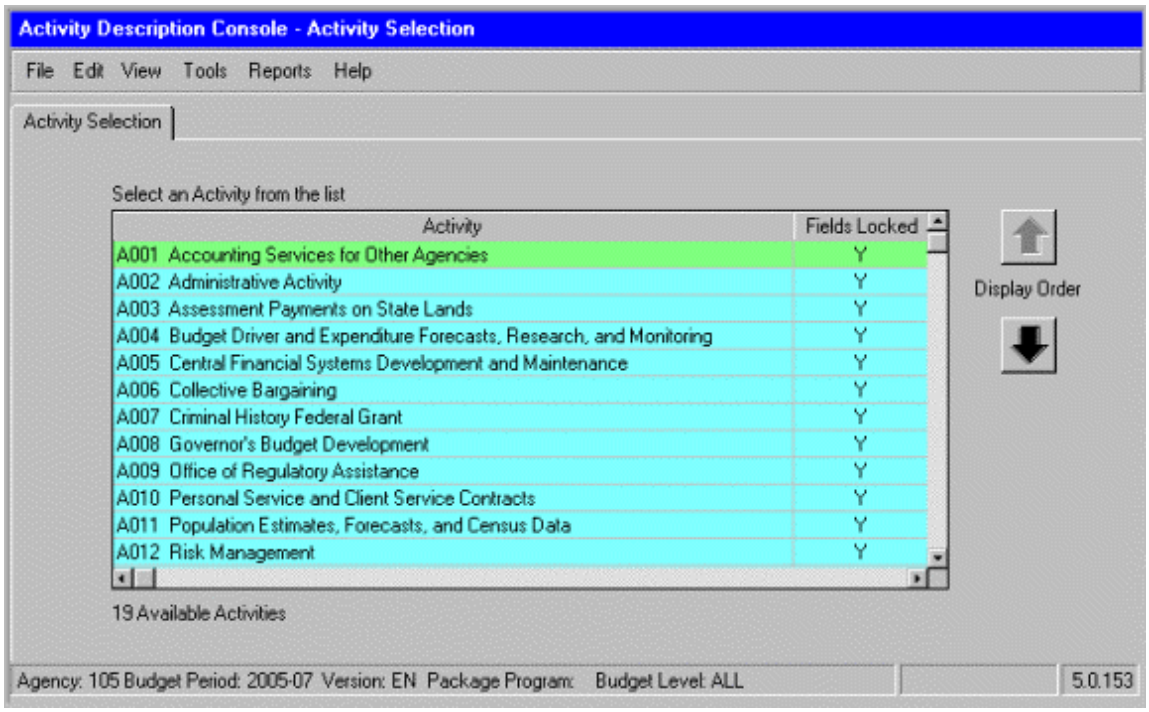
5. Select the appropriate **Budget Period** using the dropdown list box. 2005-07



6. In the last row of the **Version** column enter any two-digit code (numbers and/or letters in any order) to distinguish this version then hit the **Tab** key. 🕮 *Note: Your version code entered here is independent of any previous version codes in prior BDS budget periods, BPS2 indicators, or published budgets available in the BASS Version Reporting System. This code is your own.* <Your initials>
7. Assign a title to your version and hit the **Tab** key. The title may be anything that helps you distinguish what this group of related decision packages represents. <Your Name> Practice
8. Select **Enacted** from the list of **Budget Sources** available in the dropdown list.
9. Select **Regular** from the list of **Budget Types** available in the dropdown list box and hit the **Tab** key. You should now see the version you just added in blue font in the appropriate spot of the version list (use the vertical scroll bar to scroll if not visible on the screen). It will be sorted into the existing list based on the two-digit version code.
10. Hit the **Save** button to save the version.

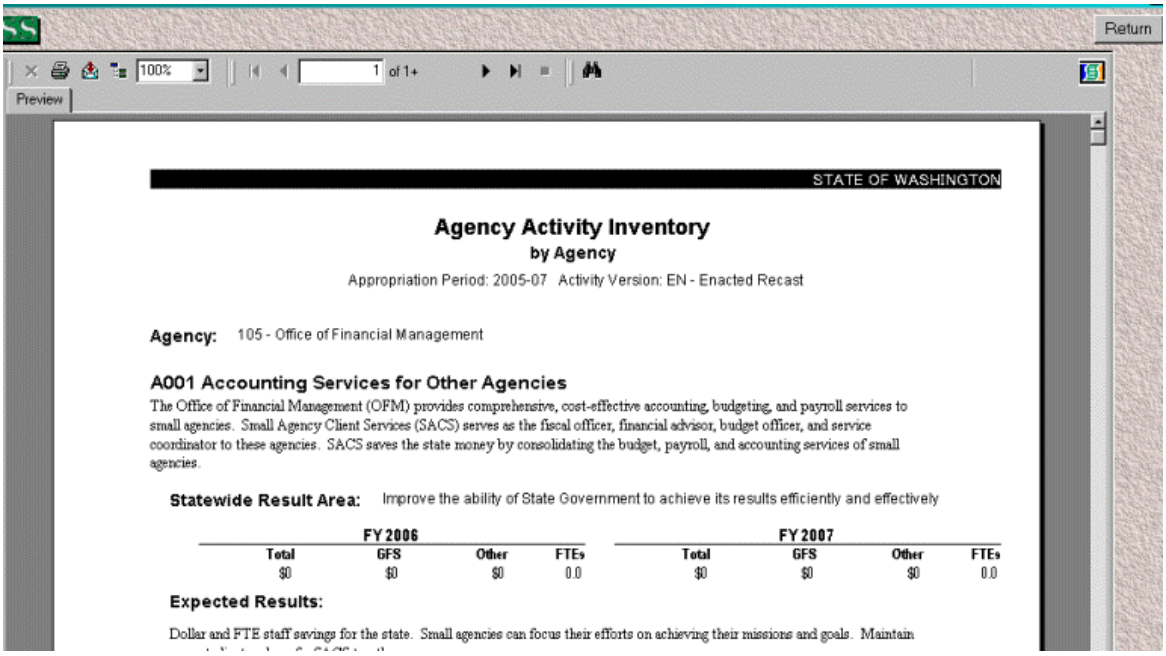
BDS copied all activities considered to be the "official" activities as of the last Governor's budget into BDS when you added the version in the previous step. This will be the starting point for organizing and describing your activities to reflect the enacted budget. This may require adding activities for new funding or deleting activities that have lost funding or are being consolidated into other activities.

8. Select **Tools / Agency Activity Description** from the BDS menu bar.

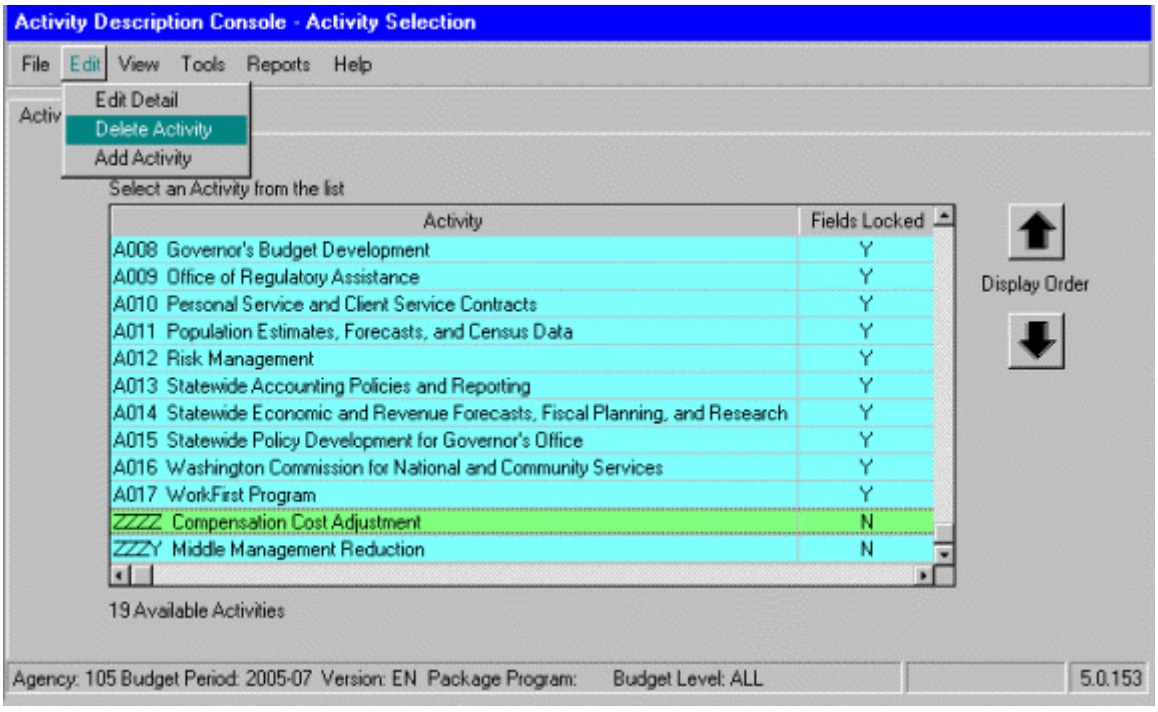


9. Select **Reports / OFM Reports / Agency Activity Inventory** from the BDS menu bar to run the Activity Inventory report for reviewing the "official" activities.

10. Select **No** when asked if "Do you want this formatted for Word?"

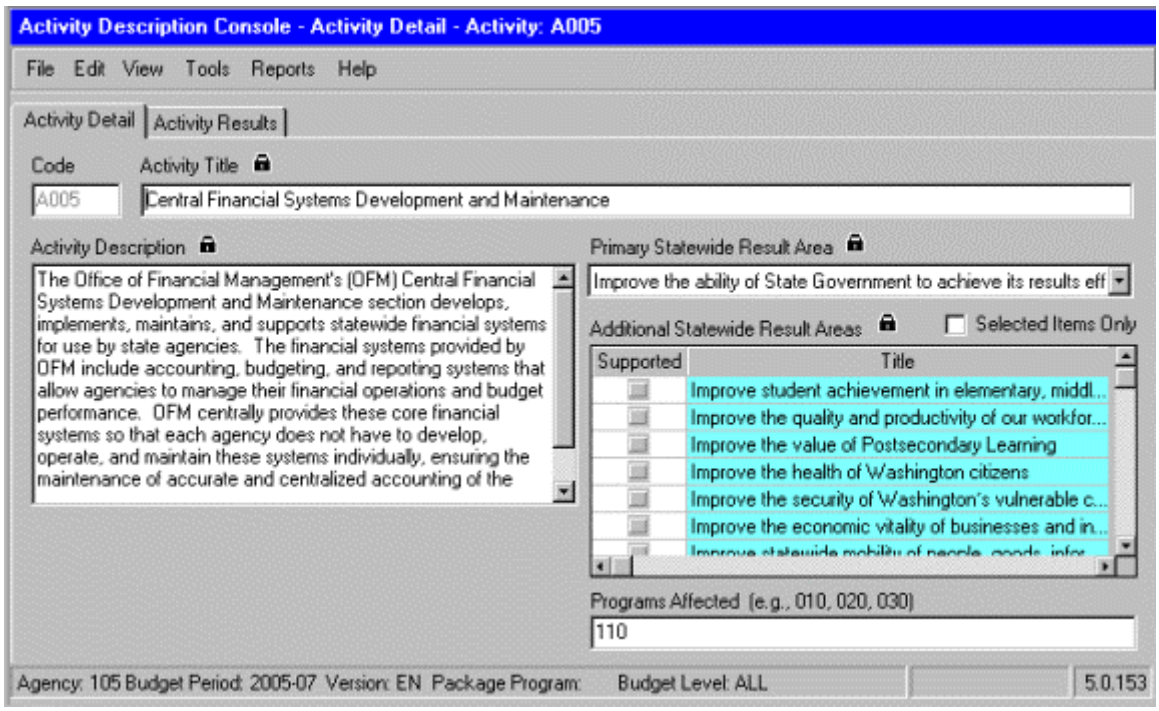


11. Click the printer icon to print the report.
12. Review the report to determine changes that need to be made to titles, descriptions, expected results and performance measures.
13. Note activities that should be deleted because of a lack of funding or consolidation with another activity.
14. Note that these fields may be locked in the "official" version meaning you will not be able to update the locked field(s) or delete the activity. In this case you will need to contact your OFM analyst to request the fields be unlocked so that you can make needed changes.
15. Click to select an activity that is to be deleted and is unlocked.
16. If you need to delete an activity, select **Edit / Delete Activity** from the BDS menu bar.



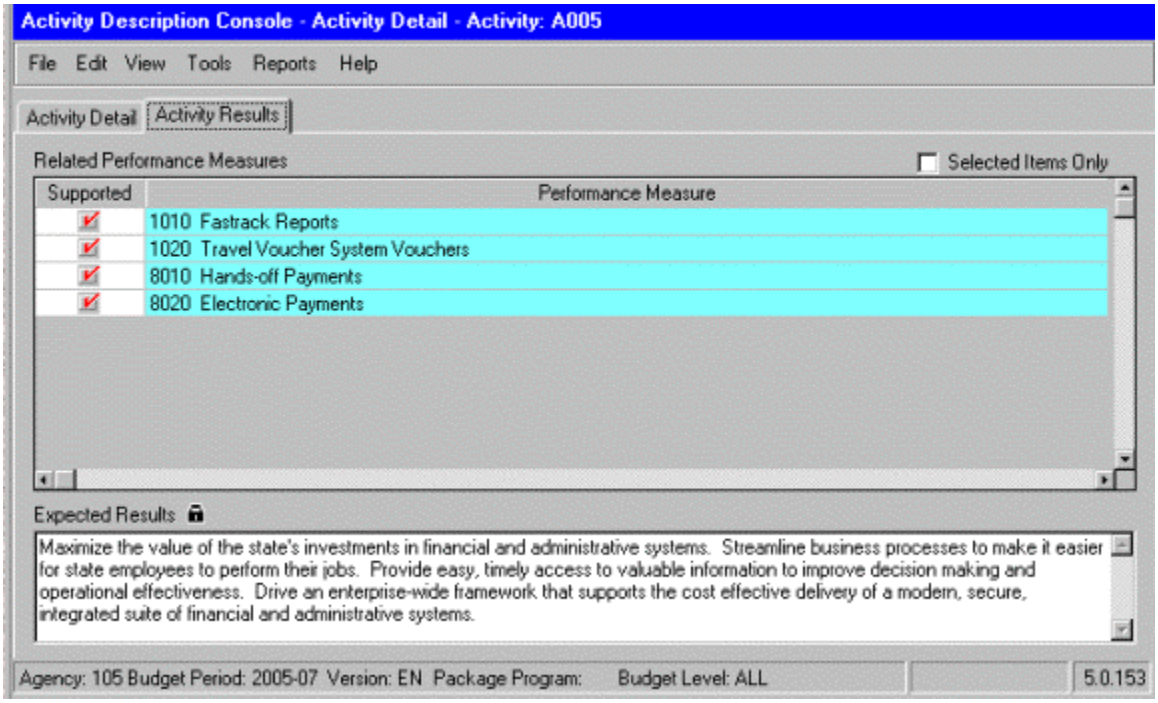
17. Select **File / Save Changes** to permanently delete the activity.

18. Double click to open an activity requiring edits.



19. Make changes to the title, description, statewide results areas, and program as necessary. 🕮 *Note: The field must be unlocked for you to make changes. Contact your OFM Analyst to request unlocking.*

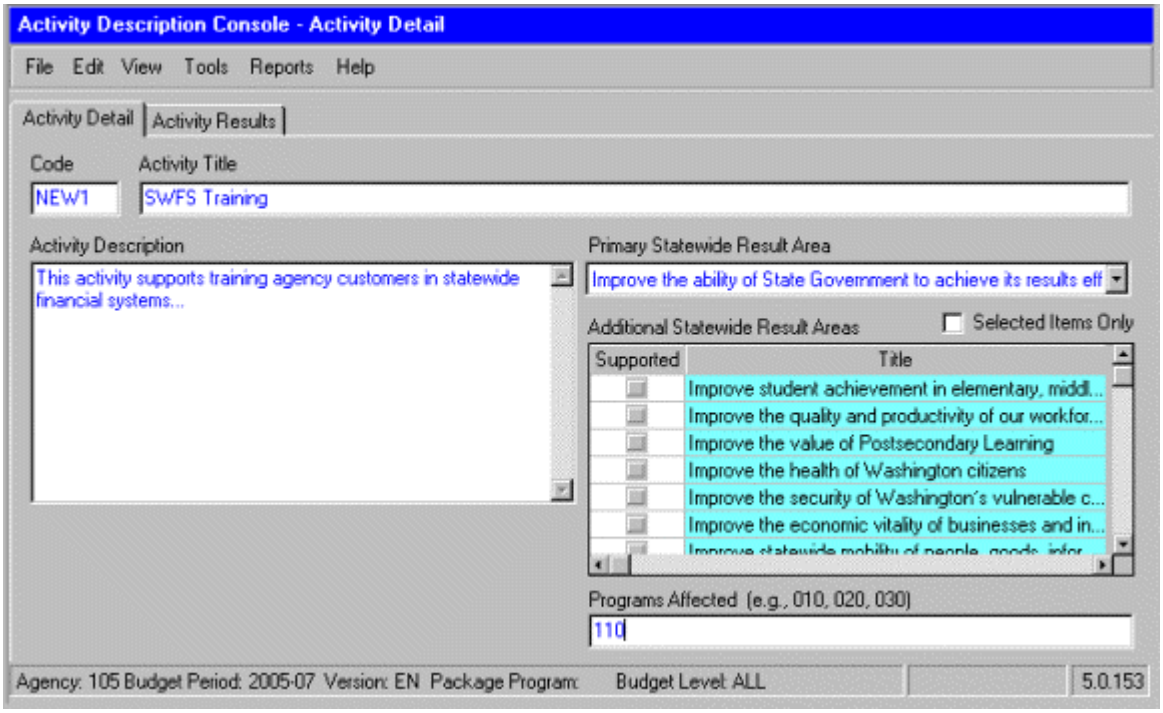
20. Click on the Activity Results tab to view expected results and performance measures.



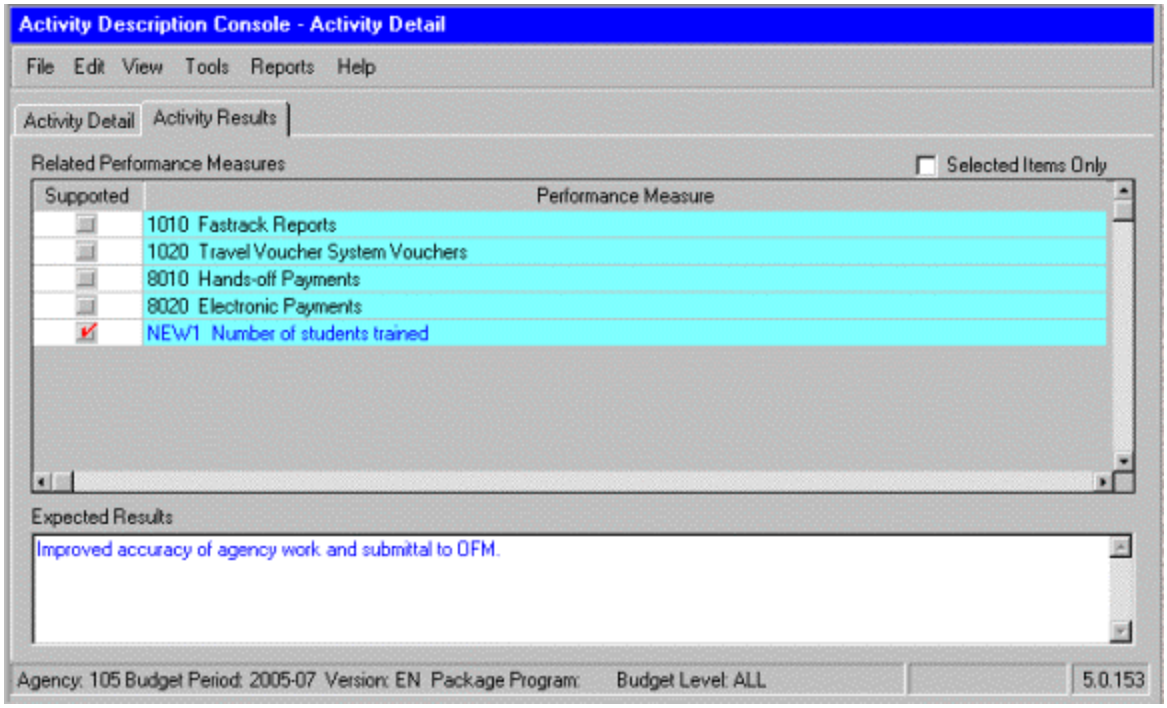
21. Check or uncheck performance measures as needed to support the activity. 🕮 *Note: Editing performance measures, including adding and deleting, is thoroughly described in the Performance Measure Tracking tutorial. Changes to performance measure descriptions are*

not recommended until the new Performance Measure Tracking (PMT) system is implemented in early July 2005.

22. Update the **Expected Results** narrative as necessary to reflect the activity as funded. 🕮 *Note: Either Supported performance measures, an Expected Results description, or both are required.*
23. Select **File / Save Changes** to save changes to the Activity.
24. Select **View / Activity Selection** to return to the list of activities.
25. If you need to add an activity, select **Edit / Add Activity**.



26. Enter the Activity code, title, description, statewide result area, and program reference.
27. Select **File / Save Changes**.
28. Select the **Activity Results** tab.

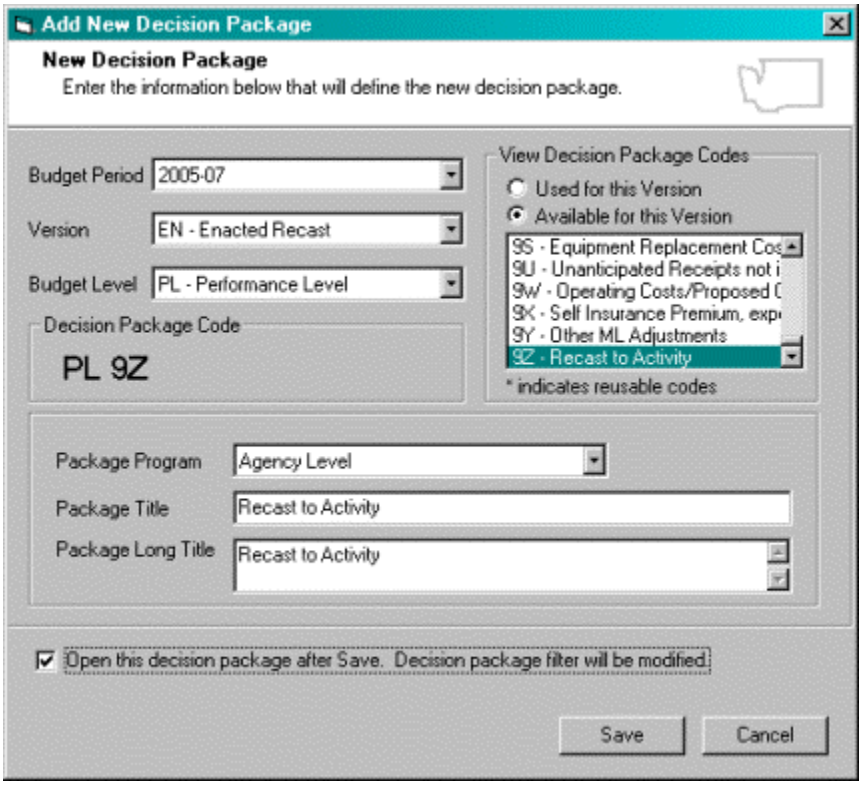


29. Click to check performance measures that relate to this activity.
30. Enter the **Expected Results** narrative to reflect the activity as funded. 🕮 *Note: Either Supported performance measures, an Expected Results description, or both are required.*
31. Repeat this task for each new, deleted, or updated activity for your agency.
32. Select **Reports / OFM Reports / Agency Activity Inventory** from the BDS menu bar to run the Activity Inventory report for reviewing the "official" activities.
33. Select **No** when asked if "Do you want this formatted for Word?"
34. Review the resulting report to ensure the activities read as you intend and accurately describe the activities of your agency.

Option 2, Task 3 – Create your bottom line recast

Option 2 is a method that agencies can enter the bottom line dollars by account and activity as appropriated in one decision package. Knowing the activity breakout by decision package is not required. You will be required to know your activity breakouts by program and activity before beginning this task.

1. Select **File / Add a decision package** from the BDS menu bar.



2. Enter the following decision package information and **Save**.
   - **Budget Period** – 2005-07
   - **Version** - <your initials> - <your name> Practice
   - **Budget Level** – PL
   - **Decision Package Code** – 9Z-Recast to Activity
   - **Package Program** – Agency Level
   - **Package Title** – Recast to Activity (cannot be changed)
   - **Package Long Title** – Recast to Activity (cannot be changed)
   - **Open this decision package after Save**… - Checked

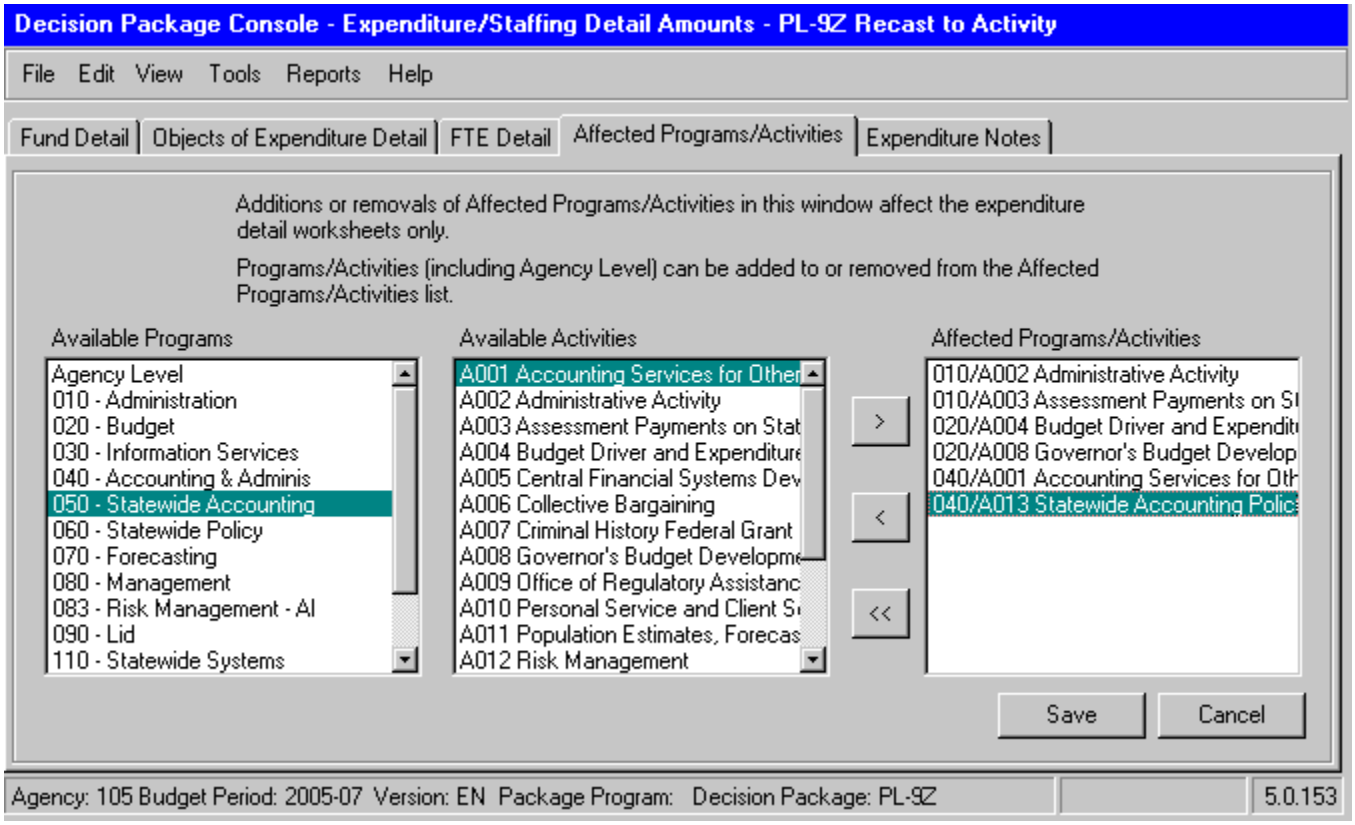
   📖 *Note: **Package Program** may be used to develop a separate recast for each agency program. In this case use **Package Program** to determine the program for recast, and repeat this Step for each program.*

3. Once the decision package opens, select **Edit / Expenditure Detail Amounts** from the BDS menu bar. 📖 *Note: Narrative is not required for the Recast decision package.*

4. Select the **Affected Programs/Activities** tab.

5. Highlight **Agency Level** in the **Affected Programs/Activities** column and the **<** to move out of the list.

   Use the combination of available programs and available activities to list each needed combination in the **Affected Programs/Activities** list.

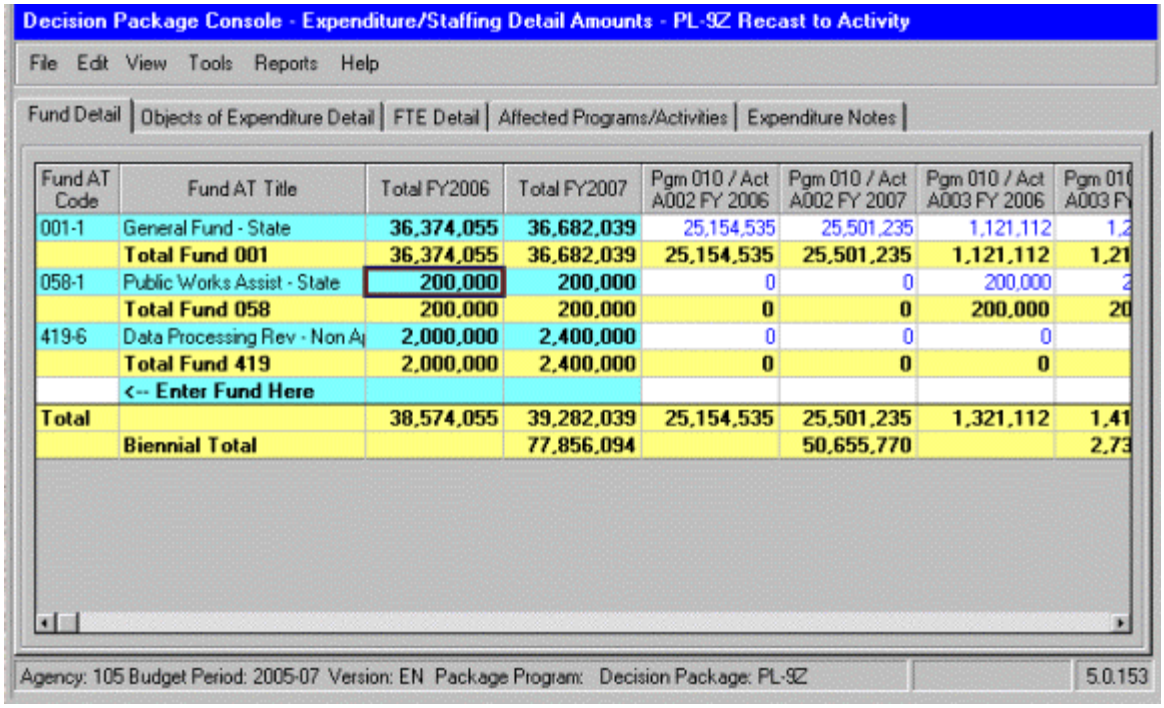


6. Click **Save** to save the change and **Yes** to the message warning of deleting the agency default column.

7. Select the **Fund Detail** tab.

8. Enter a row for each fund needed based on the recast and delete the 996-Z row.

9. Select the **View / Freeze Key Columns** option so that you will always be able to view the funds as you use this BDS worksheet.



10. Spread the positive recast dollar into the appropriate column for each combination of Program and Activity.

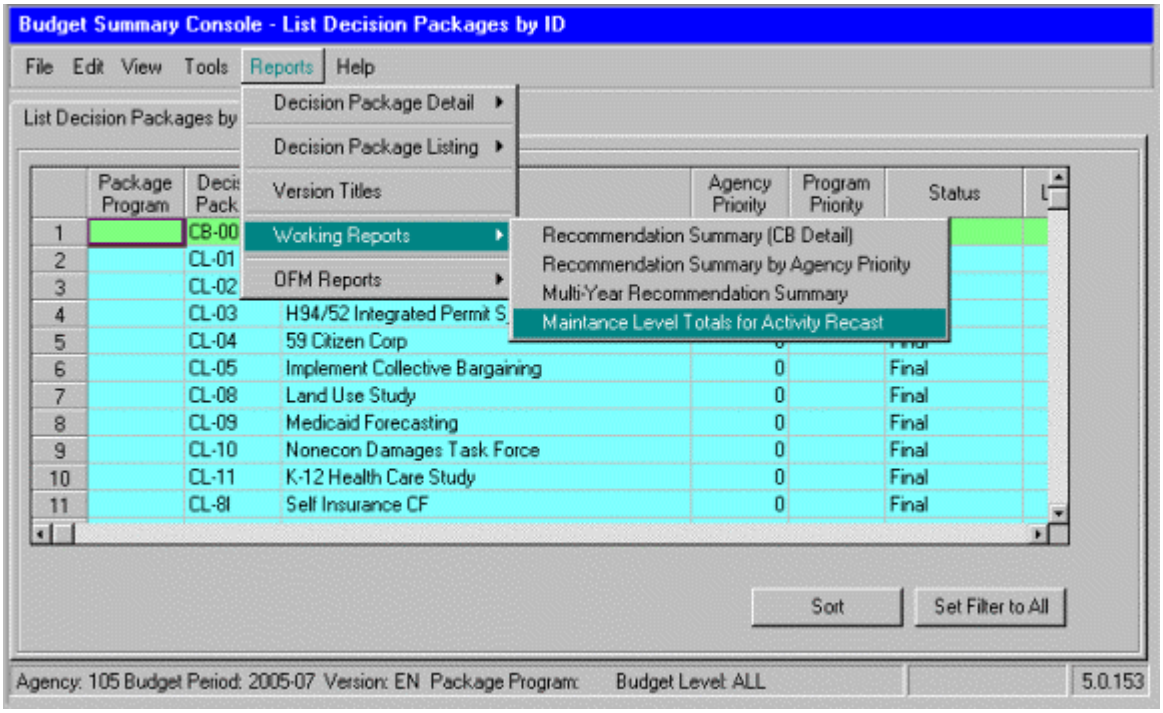
11. Repeat to reverse and respread the recast FTEs in the **FTE Detail** grid. 🕮 *Note: There is no requirement to recast by object as OFM does not ask for activities by object. Agencies may elect to recast dollars by object if there is a desire to have these amounts readily available for reference or analysis.*

12. Select **File / Save Current Tab Set** to save changes to the worksheet.

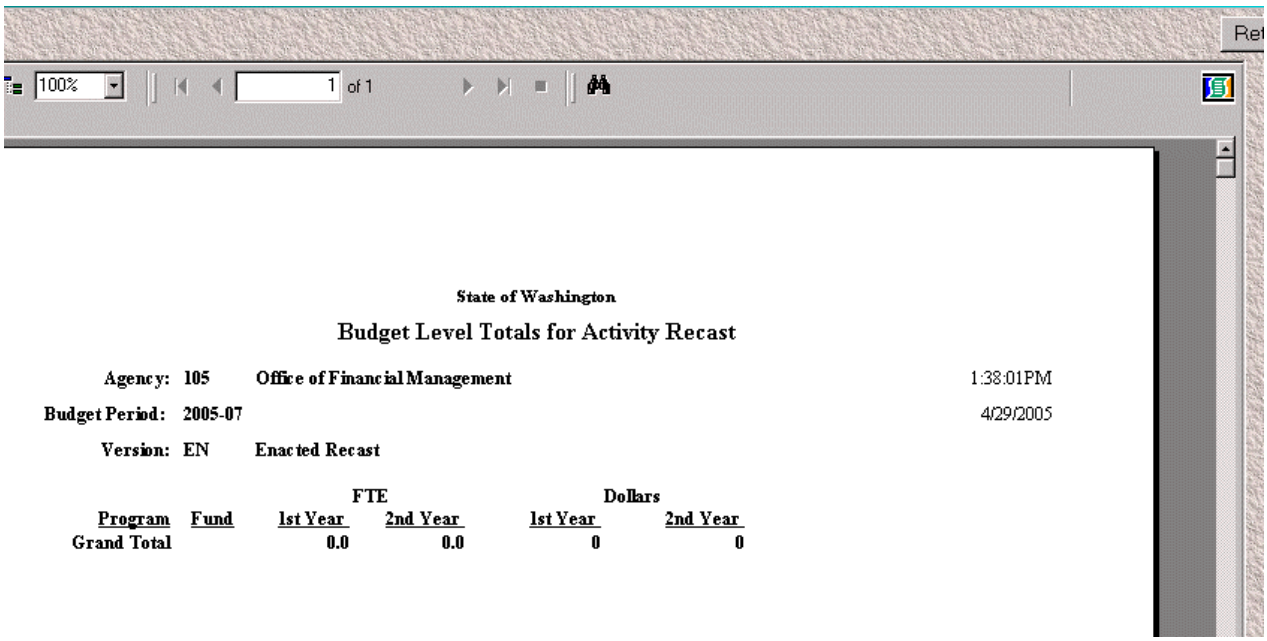
Option 2, Task 4 – Verify Enacted Version

Now that your decision package by activity reflects the Enacted Budget you will want to verify that this is true and run a pre-release edit report to see if BDS finds any errors in the version.

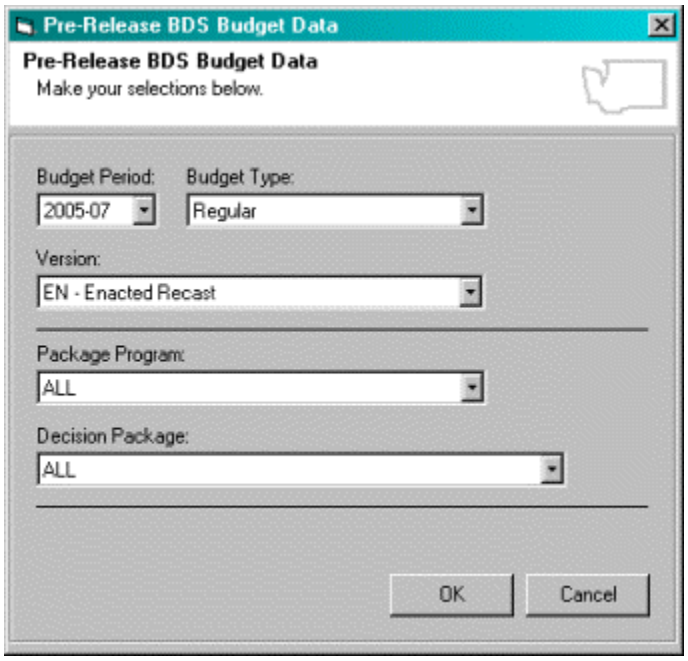
1. Select **Reports / Working Reports / Maintenance Level Totals for Activity Recast** from the BDS menu bar. *Note: Although the menu bar option reads that the report is for Maintenance Level, the actual report is looking at all dollars and FTEs through Performance Level.*



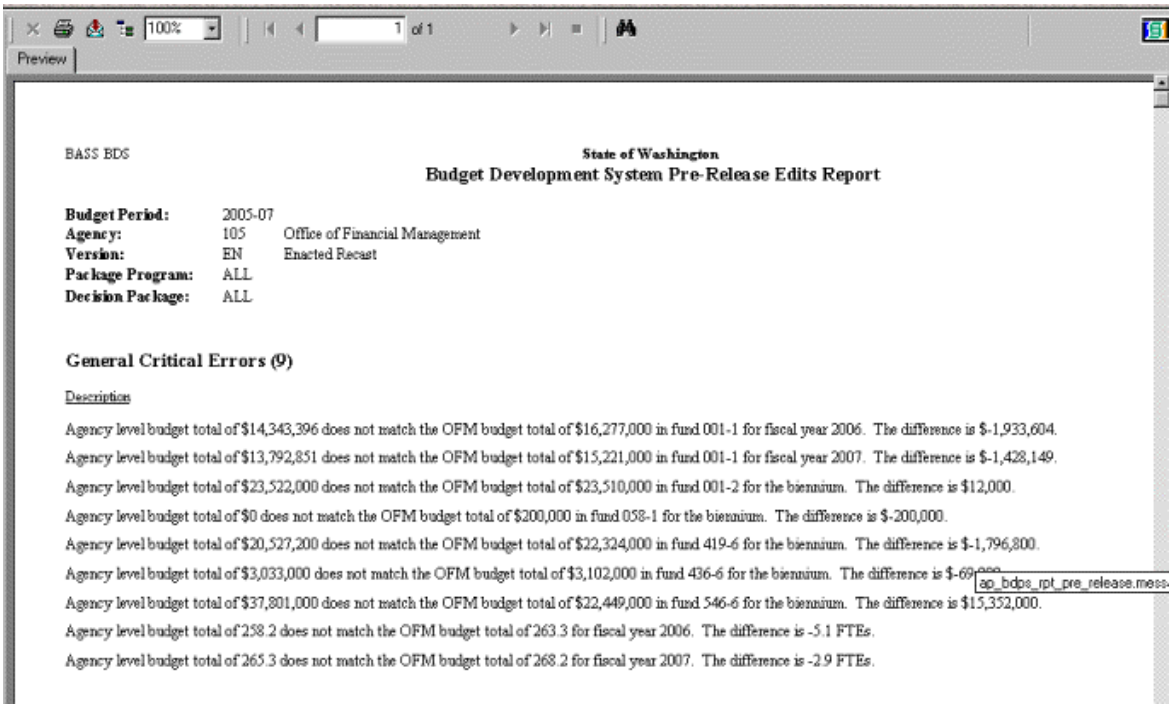
2. Verify that the report indicates no balances. *Note: A zero balance indicates that the all dollars and FTEs are allocated to activities.*



3. If there are dollars or FTEs in the report you will be required to adjust the version until all dollars and FTEs are allocated to activities. You know this to be true when the report lists all zeros.
4. Click the **printer** icon to print a copy of the report if the report is not all zero. You have two options for correcting the activity totals.
5. Click **Close** to close the report and return to BDS.
6. Open decision package PL-9Z to adjust the dollars to correct the report if it does not reflect all zero.
7. Select **File / Exit to BDS Menu** from the BDS menu bar.
8. Select **Verify Data to be Released to OFM / BDS Budget Data** from the BDS menu.



9. Select the appropriate **Budget Period**, **Budget Type**, and **Version** for the **Enacted Recast** and click **OK** to run. 🕮 *Note: You cannot limit to a particular package program or decision package when the **Budget Source** of the version is **Enacted Recast**.*
10. Review the report for critical errors and warnings and click **Close** when completed. A complete listing of errors is available in **Appendix 1 – Pre-Release Edits**.



BASS BDS

State of Washington

Budget Development System Pre-Release Edits Report

Budget Period: 2005-07
Agency: 105 Office of Financial Management
Version: EN Enacted Recast
Package Program: ALL
Decision Package: ALL

General Critical Errors (9)

Description

Agency level budget total of $14,343,396 does not match the OFM budget total of $16,277,000 in fund 001-1 for fiscal year 2006. The difference is $-1,933,604.

Agency level budget total of $13,792,851 does not match the OFM budget total of $15,221,000 in fund 001-1 for fiscal year 2007. The difference is $-1,428,149.

Agency level budget total of $23,522,000 does not match the OFM budget total of $23,510,000 in fund 001-2 for the biennium. The difference is $12,000.

Agency level budget total of $0 does not match the OFM budget total of $200,000 in fund 058-1 for the biennium. The difference is $-200,000.

Agency level budget total of $20,527,200 does not match the OFM budget total of $22,324,000 in fund 419-6 for the biennium. The difference is $-1,796,800.

Agency level budget total of $3,033,000 does not match the OFM budget total of $3,102,000 in fund 436-6 for the biennium. The difference is $-69

ap_bdps_rpt_pre_release.mess

Agency level budget total of $37,801,000 does not match the OFM budget total of $22,449,000 in fund 546-6 for the biennium. The difference is $15,352,000.

Agency level budget total of 258.2 does not match the OFM budget total of 263.3 for fiscal year 2006. The difference is -5.1 FTEs.

Agency level budget total of 265.3 does not match the OFM budget total of 268.2 for fiscal year 2007. The difference is -2.9 FTEs.

The most common critical error will be that the version does not match control totals. The control totals are compared to the Enacted Budget, as it exists in WinSum. You can view these totals for yourself using BASS' Version Reporting System (VRS) by running a Fund and FTE Detail by Fiscal Year on the version for the biennium that is titled "Enacted Budget". Contact your budget analyst if you have questions or concerns regarding the control totals.

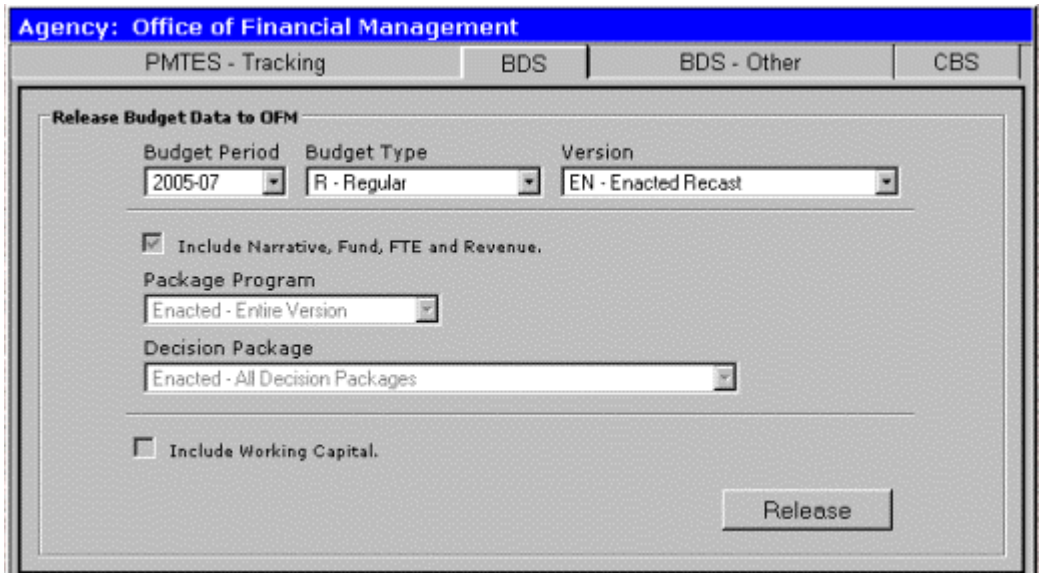
11. Make corrections as necessary to resolve all critical errors.
12. Review each warning error to determine if further action should be taken.
13. Re-run the Pre-Release Edit report to verify corrections.

Option 2, Task 5 – Release Version

Now that your decision package by activity reflects the Enacted Budget you will want to verify that this is true and run a pre-release edit report to see if BDS finds any errors in the version.

1. Select **Exit to BASS Main Menu** from the BDS menu.
2. Click on the icon for **Release Data to OFM** on the BASS main menu. 🕮 *Note: You do not have the security to release data to OFM if you do not have this option on the main menu.*

3. Select the **BDS** tab.



4. Select the **Budget Period**, **Budget Type**, and **Version for release**. 🕮 *Note: You will not be able to select a specific package program, decision package, or working capital when releasing an Enacted Recast version.*
5. Click the **Release** button.
6. You should receive a message that the data has been released.
7. Exit and Logoff BASS.

Congratulations, you are done!

APPENDIX 1 – PRE-RELEASE EDITS

General Edits – Critical Errors (require correction)

Type	Explanation	Sample Error Message
Budget must match control totals of enacted version	The total budget, all budget levels, (rounded to the 1,000 after rollup) must match the official enacted version in WinSum at the appropriated level by account and FTEs. Appropriated level will be checked **either by fiscal year or the biennial total based** on the appropriation level for the fund. FTEs are checked by fiscal year.	SubProgram: Program *010*, SubProgram *50* budget total of $*500* does not match the OFM budget total of $*385300* in fund *001-1* for fiscal year 2004. The difference is *$-384800*. Program: Program *010* budget total of *$50000* does not match the OFM budget total of *$38530000* in fund *001-1* for fiscal year 2004. The difference is *$-38480000*. Agency: Budget total of $*152326008* does not match the OFM budget total of $*12773000* in fund *001-2* for the biennium. The difference is *$-446992*.
Activities without PMs or Expected results	Beginning with the 2005-07 budget - Activities that do not have performance measures or expected results identified should not be submitted to OFM.	Activity *XX – TITLE* does not have performance measures or expected results identified. Please update the activity description to include these items.
Total budget must be available by activity	Total of all decision packages rolled up must be available by activity.	The total of all Decision packages (all budget levels) must be available by activity either by assigning activities in the decision package or recasting the total amounts using PL-9Z. The Budget Total for Recast report will provide the detail of discrepancies.
Performance Measure does not exist in Pending, Approved or OFM Inactive Status	On the budget release an edit check will be performed to determine if there are any Activity/ Performance Measure relationships or any Performance Measure Budget Amounts tied to Performance Measures that have not been released to OFM (e.g. Pending, Approved, or OFM Inactive status). If there are, the budget release will not be allowed. The user will be notified that all Performance Measures tied to the budget need to be released before the budget can	Performance Measure XXX does not exists in Pending, Approved, or OFM Inactive status. Please release Performance Measure data prior to releasing BDS Budget. Alternatively you may unlink this performance measure from Activities in the BDS version.

Type	Explanation	Sample Error Message
	be released. **edit check.**	

General Edits – Warning

Type	Explanation	Sample Error Message
Activities without estimates	Activity XXX that do not have incremental estimates tied (or budget total cumulative) should not be sent to OFM.	Activity *XX* does not have any decision package estimates associated with it.

TUTORIAL EVALUATION
BDS Enacted Recast

	Strongly Disagree				Strongly Agree
This tutorial was helpful in getting me through the business process	1	2	3	4	5
This tutorial was helpful in getting me through the system technical processes	1	2	3	4	5
Additional training was not necessary given the structure and content of this tutorial	1	2	3	4	5
The steps of the tutorial successfully anticipated the special needs of my agency	1	2	3	4	5
The tutorial was clear, concise, and easy to understand	1	2	3	4	5
I did not need to request additional assistance to complete the business process	1	2	3	4	5
It was easy to find answers to my specific question in this tutorial	1	2	3	4	5

The best feature of this tutorial is:_____

The worst feature of this tutorial is:_____

I found errors (grammar, punctuation, spelling, conceptual, technical) on the following pages:

_____

Other comments:_____

_____

_____

Thank you for taking the time to complete this survey. This information will be used in revising this tutorial as well as developing future BASS tutorials. Please remit to:

Office of Financial Management
Attn: Vicki Rummig
Mailstop: 43113
Olympia, WA 98504
Or fax 360 586-3964